



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 · CIBCSD.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 Meeting beginning at 6:00 PM on Tuesday, May 14, 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 –April 2019
3. Minutes
 - a. April 23, 2019 Regular Board Meeting

4. 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.	04280-05	\$9.24	\$21.87	\$31.11
b.	07530-02	\$27.21	\$87.49	\$114.70
c.	00650-01	\$131.16	\$322.64	\$453.80
d.	06570-05	\$38.16	\$98.43	\$136.59
e.	20250-01	\$43.38	\$120.30	\$163.68
				\$899.88

D. OPERATIONS AND MAINTENANCE REPORT

E. ACTION CALENDAR

1. Second FY 2019-2020 Draft Budget Workshop

Recommendation:

- 1) Review and comment on proposed FY 2019-2020 Operating and Capital Budgets

2. First Reading of Ordinance 91 and 92

Recommendation:

- 1) Perform first reading of Ordinance 91 and Ordinance 92, in title only & set Public Hearing date on June 11, 2019 at 6 P.M.

3. Summary of Strategic Planning Workshop

Recommendation:

- 1) Review and confirm proposed District Mission Statement
- 2) Review and confirm Broad District Goals
- 3) Review and confirm Short-term District Goals

4. Agreement for Architectural Design Services

Recommendation:

- 1) Authorize General Manager to enter into agreement with Coastal Architects for architectural design service, not to exceed \$47,355

5. Transition to Monthly Billing Schedule

Recommendation:

- 1) Authorize General Manager to edit District's billing period policies

F. INFORMATION CALENDAR

1. PHWA Agenda Review
2. 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, May 9, 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.



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

5/6/2019 9:27 AM

Register: 1002 · Checking Pacific Western

From 04/01/2019 through 04/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2019	5706	County of Ventura	2000 - Accounts Payable	Transfer to Co...	350,000.00			1,012,163.45
04/03/2019	5707	AWA	2000 - Accounts Payable	M. Marcus bre...	25.00			1,012,138.45
04/03/2019	5708	County of Ventura	2000 - Accounts Payable	Transfer to Co...	350,000.00			662,138.45
04/05/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 4/5			1,704.42	663,842.87
04/05/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/1			1,000.67	664,843.54
04/05/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 4/2			4,916.94	669,760.48
04/05/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 4/1			850.91	670,611.39
04/05/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 4/3			1,903.07	672,514.46
04/05/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 4/4			2,815.08	675,329.54
04/05/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/5			7,790.21	683,119.75
04/09/2019	ACH	Cardmember Service	8000 - Suspense		3,645.54			679,474.21
04/09/2019	ACH	Arco	4 - Maintenance Expen...		562.67			678,911.54
04/09/2019	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...		958.97			677,952.57
04/09/2019	ACH	Document Systems, L...	6 - Administrative Exp...		76.12			677,876.45
04/09/2019	ACH	Aflac	*2020 - Payroll Liabilit...		235.70			677,640.75
04/09/2019	ACH	Spectrum	6 - Administrative Exp...	7786 Cable	48.98			677,591.77
04/09/2019	ACH	Frontier	6 - Administrative Exp...	805-985-1651	136.99			677,454.78
04/09/2019	ACH	Mission Linen & Uni...	5 - Salaries & Benefits:...	212508	181.36			677,273.42
04/09/2019	ACH	FGL Environmental I...	1 - Water System Expe...	903979A	146.00			677,127.42
04/09/2019	ACH	Tampa Hardware 2	-split-		427.86			676,699.56
04/09/2019	5709	Badger Meter	2000 - Accounts Payable		1,611.79			675,087.77
04/09/2019	5710	Base Auto Parts	2000 - Accounts Payable		80.44			675,007.33
04/09/2019	5711	County of Ventura - ...	2000 - Accounts Payable		140.00			674,867.33
04/09/2019	5712	CUSI	2000 - Accounts Payable		100.96			674,766.37
04/09/2019	5713	Famcon Pipe and Su...	2000 - Accounts Payable		4,423.79			670,342.58
04/09/2019	5714	Miguel Zavalza	2000 - Accounts Payable		225.00			670,117.58
04/09/2019	5715	Nationwide Retirement	2000 - Accounts Payable	pr pd 3/23/19 t...	1,692.21			668,425.37
04/09/2019	5716	PHWA	2000 - Accounts Payable		52,906.77			615,518.60
04/09/2019	5717	Secretary of State	2000 - Accounts Payable	Statement of F...	6.00			615,512.60
04/09/2019	5718	Soares, Sandall, Bern...	2000 - Accounts Payable		900.00			614,612.60
04/09/2019	5719	SoCalGas	2000 - Accounts Payable		40.17			614,572.43
04/09/2019	5720	Sunbelt Rentals, Inc.	2000 - Accounts Payable		1,162.92			613,409.51
04/09/2019	5721	Underground Service...	2000 - Accounts Payable		11.55			613,397.96
04/09/2019	5723	Walton Motors & Co...	2000 - Accounts Payable	Repair Pump	3,361.74			610,036.22
04/09/2019	5724	Wilmington Trust, N...	2000 - Accounts Payable	VOID: Interest ...		X		610,036.22
04/09/2019	5725	XIO, Inc.	2000 - Accounts Payable		865.00			609,171.22
04/09/2019		QuickBooks Payroll ...	-split-	Created by Pay...	23,174.12			585,997.10
04/10/2019	To Print	Akbar Alikhan	-split-	Direct Deposit		X		585,997.10
04/10/2019	To Print	Carol J Dillon	-split-	Direct Deposit		X		585,997.10
04/10/2019	To Print	Casey D Johnson	-split-	Direct Deposit		X		585,997.10

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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/10/2019	To Print	E.D. Brock	-split-	Direct Deposit		X		585,997.10
04/10/2019	To Print	Erika F Davis	-split-	Direct Deposit		X		585,997.10
04/10/2019	To Print	Keila E Wilson	-split-	Direct Deposit		X		585,997.10
04/10/2019	To Print	Mark A Espinosa	-split-	Direct Deposit		X		585,997.10
04/10/2019	To Print	Peter A. Martinez	-split-	Direct Deposit		X		585,997.10
04/12/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 4/11			150.00	586,147.10
04/12/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/5			480.00	586,627.10
04/12/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 4/10			841.84	587,468.94
04/12/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/11			12,540.14	600,009.08
04/12/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 4/8			150.00	600,159.08
04/12/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/12			808.48	600,967.56
04/12/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/8			6,564.05	607,531.61
04/12/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/9			15,260.64	622,792.25
04/12/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/8			10,213.70	633,005.95
04/12/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/11			6,981.99	639,987.94
04/17/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/15			12,904.58	652,892.52
04/17/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/16			2,681.77	655,574.29
04/17/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 4/15			9,141.30	664,715.59
04/17/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/17			13,064.88	677,780.47
04/17/2019	ACH	Spectrum	6 - Administrative Exp...	Internet	224.98			677,555.49
04/17/2019	ACH	So. California Edison...	2 - Sewer System Expe...	XXXXXX6591	361.76			677,193.73
04/17/2019	ACH	So. California Edison...	2 - Sewer System Expe...	xxxxxx6294	515.99			676,677.74
04/17/2019	ACH	Frontier	2 - Sewer System Expe...	xxxxxx0294 fi...	216.83			676,460.91
04/17/2019	ACH	FGL Environmental I...	1 - Water System Expe...	903737A	168.00			676,292.91
04/17/2019	ACH	FGL Environmental I...	1 - Water System Expe...	904304A	146.00			676,146.91
04/17/2019	ACH	Pacific Couriers	6 - Administrative Exp...	19-04-2004	222.15			675,924.76
04/17/2019	ACH	AT & T	6 - Administrative Exp...		480.50			675,444.26
04/17/2019	ACH	Xerox Financial Serv...	6 - Administrative Exp...	1571763	260.91			675,183.35
04/19/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/18			11,052.25	686,235.60
04/19/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/19			16,220.13	702,455.73
04/19/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/18			157.77	702,613.50
04/19/2019	ACH	CalPers	-split-	May Medical I...	10,224.31			692,389.19
04/19/2019	ACH	CalPers	-split-		3,169.42			689,219.77
04/19/2019	RETCK	QB:Returned Item	1200 - Accounts Recei...	Bentley	147.86			689,071.91
04/19/2019	RETCK	QB:Returned Item	1200 - Accounts Recei...	Pettibone	167.58			688,904.33
04/22/2019	5726	Wilmington Trust, N...	2000 - Accounts Payable	Interest Pymt f...	40,240.63			648,663.70
04/23/2019	ACH	SEIU, Local 721	*2020 - Payroll Liabilit...		167.50			648,496.20
04/23/2019	ACH	Bay Alarm Company	4 - Maintenance Expen...	103152	285.00			648,211.20
04/23/2019	ACH	So. California Edison...	2 - Sewer System Expe...	x-xx-xx5-4804	204.82			648,006.38
04/23/2019	ACH	SCE- Office	-split-		235.31			647,771.07

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/23/2019	ACH	FGL Environmental I...	1 - Water System Expe...	903736A	409.00			647,362.07
04/23/2019	5727	ACWA/Joint Powers	2000 - Accounts Payable	Pro rated earth...	761.62			646,600.45
04/23/2019	5728	AT & T	2000 - Accounts Payable		858.00			645,742.45
04/23/2019	5729	Atkinson,Andelson, ...	2000 - Accounts Payable	Ethics and Har...	4,500.00			641,242.45
04/23/2019	5730	CIBCSO-Petty Cash	2000 - Accounts Payable		274.49			640,967.96
04/23/2019	5731	City of Oxnard	2000 - Accounts Payable		439,118.28			201,849.68
04/23/2019	5732	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 2/16/9 to ...	43,805.27			158,044.41
04/23/2019	5733	KEH & Associates, I...	2000 - Accounts Payable		4,910.00			153,134.41
04/23/2019	5734	Leo Martinez	2000 - Accounts Payable	Uniforms	915.87			152,218.54
04/23/2019	5735	Nationwide Retirement	2000 - Accounts Payable	pr pd 4/6/19 to ...	1,680.95			150,537.59
04/23/2019	5736	Philip's Janitorial Ser...	2000 - Accounts Payable		205.00			150,332.59
04/23/2019	5737	Pitney Bowes Purcha...	2000 - Accounts Payable		39.98			150,292.61
04/23/2019	5738	Smartcover Systems	2000 - Accounts Payable		120.00			150,172.61
04/23/2019	5739	Sunbelt Rentals, Inc.	2000 - Accounts Payable		156.06			150,016.55
04/23/2019	5740	SWRCB-DWOCP	2000 - Accounts Payable		150.00			149,866.55
04/23/2019	5741	XIO, Inc.	2000 - Accounts Payable		1,055.47			148,811.08
04/23/2019	5742	A to Z Law, LLP	2000 - Accounts Payable		858.00			147,953.08
04/23/2019		QuickBooks Payroll ...	-split-	Created by Pay...	22,741.61			125,211.47
04/24/2019	5743	Sam Hill & Sons, Inc.	2000 - Accounts Payable		6,006.18			119,205.29
04/24/2019	To Print	Akbar Alikhan	-split-	Direct Deposit		X		119,205.29
04/24/2019	To Print	Carol J Dillon	-split-	Direct Deposit		X		119,205.29
04/24/2019	To Print	Casey D Johnson	-split-	Direct Deposit		X		119,205.29
04/24/2019	To Print	E.D. Brock	-split-	Direct Deposit		X		119,205.29
04/24/2019	To Print	Erika F Davis	-split-	Direct Deposit		X		119,205.29
04/24/2019	To Print	Keila E Wilson	-split-	Direct Deposit		X		119,205.29
04/24/2019	To Print	Mark A Espinosa	-split-	Direct Deposit		X		119,205.29
04/24/2019	To Print	Peter A. Martinez	-split-	Direct Deposit		X		119,205.29
04/26/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 4/23			150.00	119,355.29
04/26/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 4/22			150.00	119,505.29
04/26/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 150.00			150.00	119,655.29
04/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/24			1,772.72	121,428.01
04/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/24			275.00	121,703.01
04/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/11			419.15	122,122.16
04/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/19			2,508.34	124,630.50
04/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/19			128.74	124,759.24
04/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/19			8,895.27	133,654.51
04/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/22			7,279.08	140,933.59
04/26/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 4/19			150.00	141,083.59
04/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/22			229.74	141,313.33
04/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/22			582.66	141,895.99

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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/26/2019	DEP	QB:DEPOSIT	-split-	Pymt from PH...		7,720.36	149,616.35
04/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/30		1,844.79	151,461.14
04/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/23		1,570.95	153,032.09
04/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/29		1,107.82	154,139.91
04/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/29		1,272.47	155,412.38

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, April 23, 2019

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

Vice President Nast called the meeting to order at 6:00 P.M. and led everyone in attendance in the Pledge of Allegiance. In attendance Director Marcus, Director Bouchard, Director Debley, General Manager, Akbar Alikhan, Clerk of the Board, Erika Davis, General Counsel, Robert Congelliere, Office Manager, CJ Dillon, and Deputy General Manager/ Operations Manager Pete Martinez.

President Brewer was absent.

B. PUBLIC COMMENTS:

None

C. CONSENT CALENDAR:

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

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

D. ACTION CALENDAR:

1. Review of FY 2019-2020 Preliminary Budget

General Manager Alikhan used a PowerPoint presentation to explain key points in the Preliminary Budget. General Manager Alikhan asked the Board if they had questions or any input regarding the 2019-2020 Preliminary Budget. Board asked questions and requested a small number of changes. Board agreed to have a second workshop at the May 14, 2019 Board Meeting to go over the 2019-2020 Preliminary Budget with the requested modifications.

No Board Action

E. INFORMATION CALENDAR

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

Director Nast said he attended VRSD meeting and there was discussion regarding the trash agreement with the City of Oxnard and impacts on VRSD in 2027. Director Nast also said that VRSD is beginning the process of transitioning paperless records retention.

Director Marcus and Director Bouchard said they attended the PHWA meeting. The focus of that meeting was the United presentation regarding the iron and manganese removal facility that will treat the wells that supply the Oxnard-Hueneme Pipeline which is at 30% completion and should be 100% completed by October. Director Bouchard also stated that General Manager Alikhan gave the allocation presentation regarding the Fox Canyon GMA at the PHWA meeting.

F. BOARD MEMBER COMMENTS

Director Nast wanted to advise residents to keep a close eye on their household pets since coyotes have been in the area.

Director Marcus said she was happy with the District leadership and proud of them.

Director Marcus asked about the work on Sunset Lane and Director Nast explained that it was a Southern California Edison project where they were cleaning their vaults.

Director Marcus mention the 79 wells possibly polluting the Fox Canyon Aquifer and asked if anyone knew how the vote regarding the moratorium went. Director Nast said he was not sure how the vote went since it was taking place tonight at the Ventura County Board of Supervisors meeting.

G. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

General Counsel Congelliere said he was happy to be back in this position at the District.

General Manager stated the Harbor Fisherman's Wharf project meeting was last night.

The Board Meeting adjourned at 7:47 P.M.

Robert Nast, Vice President



Board of Directors:

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

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, May 14, 2019

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Second FY 2019 – 2020 Draft Budget Workshop
Item No. E-1

RECOMMENDATION:

1. Review and comment on proposed FY 2019 – 2020 Operating and Capital Budgets.

FINANCIAL IMPACT: Current action has no financial impact. Requested changes will be incorporated into final draft of Operating and Capital Budgets in preparation for Board approval on June 11, 2019.

BACKGROUND/DISCUSSION:

Attached for Board review is the second draft of the FY 2019 – 2020 Operating Budget and Capital Improvement Program (CIP) Budget. Staff has incorporated feedback provided by the Board at the first budget workshop during the April 24, 2019 Board Meeting.

Below is summary of the key changes incorporated into the second draft of the Budget.

- Updated regulatory agency name for water quality reporting activities (pages 5,7)
- Reduced Asset Replacement program expenditures with reduction to Backup Generator replacement cost (Page 45)
- Allocated Smart Meter Project debt service to both Water and Sewer enterprises (page 60)
- Added Crane Truck (CI 503) to CIP schedule
- Added Water & Sewer Rate Study to CIP schedule for FY 2020 and FY 2021

Next Steps

The Board's action on June 11, 2019 will be to approve planned expenditures for FY 2019 – 2020 only. While staff has identified costs for each project based on best available data, it is anticipated that some project costs may be updated prior to final adoption on June 11, 2019.

Date	Event
April 23, 2019	Board Budget Workshop
May 14, 2019	1 st Reading of Rate Ordinance / Second Board Workshop
June 11, 2019	2 nd Reading of Rate Ordinance and Budget Adoption
July 1, 2019	Beginning of Fiscal Year
July 15, 2019	New Rates Effective

ATTACHMENTS:

1. Draft FY 2019 – 2020 Operating and Capital Improvement Program Budget. Full Budget Document is available by request to Board Clerk or accessible by visiting www.cibcsd.com/budget.

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT

Preliminary Draft 2

FY 2019 – 2020

Operating & Capital Budgets

MAY 2019



Board of Directors:

Kristina Brewer, *President*
Robert Nast, *Vice President*
Marcia Marcus, *Director*
Jared Bouchard, *Director*
Sean Debley, *Director*

Budget Preparation Team:

Akbar Alikhan, *General Manager*
Pete Martinez, *Deputy General Manager / Operations Manager*
CJ Dillon, *Office Manager*
Erika Davis, *Clerk of the Board*

Glossary of Terms	
High Level	
Operating Budget	Expected future costs and forecasted income over the course of a fiscal year.
Capital Improvement Program	Short-range plan which identifies capital projects and equipment purchases, with anticipated costs associated with each project for each fiscal year.
Enterprise	A segregated account from other funds and accounts of the District with the intent that revenues generated by the enterprise will only be used to fund the operations and capital of the enterprise. District has Water, Sewer, and Solid Waste Enterprises.
Enterprise Allocation	Amount of overhead costs that is attributable to a particular enterprise fund.
Maintenance Improvement	Funds spent on District assets to maintain functionality or prolong life of said improvement.
Fund Balance	
Capital Reserve	Funds reserved for large anticipated expenses related to the procurement and/or construction of capital assets. Currently set at 3.5% of District asset value.
Operating Reserve	Funds reserved for unexpected shortages of cash flows to allow the District to pay obligations. Currently set at 25% of Operating Expenses, or 90 days of operations.
Rate Stabilization Reserve	Funds reserved to weather sharp unanticipated changes in District costs, to smooth rate adjustments over time, rather than cause rate spikes. Set at 10% of annual operating expenses.
Beginning Balance	Amount of funds in the account at the beginning of a new fiscal year – July 1.
Ending Balance	Amount of funds in the account at the end of a fiscal year – June 30.
Accounting	
Operating Revenues	Cash proceeds from providing water, sewer, or trash services.
Operating Expenses	Costs incurred from providing water, sewer, or trash services.
Net Operating Income	Operating Revenues less Operating Expenses.
Other Revenues	Proceeds generated from non-service activities.
Debt Service	Annual payments towards loans and bonds in the current year.
Debt-to-Equity Ratio	Net Operating Income divided by Debt Service. Ratio must be kept above 1.25 to maintain covenants stipulated by creditors.

Glossary of Terms	
Reserves	
Reserve Contribution	Cash set aside for transfer to one of three reserve accounts for each enterprise.
Unrestricted	Reserve funds set aside for District's operating activities without a prescribed policy minimum or specific function.
Board Restricted	Reserve funds set aside to meet the District's adopted financial policies with respect to minimum targets for Operating Reserve, Rate Stabilization Reserve, and Capital Reserve.
Outside Restricted	Reserve funds set aside to meet bond covenants as stipulated by creditors. Funds also contain customer deposits.
Timeline	
Adopted	Program costs approved by Board prior to the start of current fiscal year.
Actual Through	Program costs that have been incurred as of a particular date during the fiscal year.
Projected	Estimated program costs by the end of the fiscal year based current expenditures and remaining anticipated obligations.
Proposed	Requested budget amount for upcoming fiscal year.
Carryover	Unspent capital project funds from a previously approved capital year that is encumbered for use in current fiscal year for same project.
Expended	Portion of capital project funds from previous fiscal year(s) that was spent towards project costs.

Commonly Used Abbreviations

ACWA	Association of California Water Agencies
ACWA/JPIA	ACWA Joint Powers Insurance Authority
AMI	Advanced Metering Infrastructure
AWA	Association of Water Agencies
AWWA	American Water Works Association
CalPERS	California Public Employees Retirement System
CASA	California Association of Sanitation Agencies
CCC	Cross Connection Compliance
CCTV	Closed Circuit Television
CCWUA	Channel Counties Water Utilities Agency
CIBERT	Channel Islands Beach Emergency Response Team
CIP	Capital Improvement Budget
COLA	Cost of Living Adjustment
CSDA	California Special Districts Association
CWEA	California Water Environment Association
FY	Fiscal Year
I&I	Inflow and Infiltration (into sewer collection system)
LAFCO	Local Agency Formation Commission
LGFA	Local Government Finance Act
MOU	Memorandum of Understanding
NASSCO	National Association of Sewer Service Companies
PHWA	Port Hueneme Water Agency
R & M	Repair & Maintenance
SCADA	Supervisory Control and Data Acquisition
SDHS	State Department of Health Services
SWRCB	State Water Resources Control Board
VCEHD	Ventura County Environmental Health Division
VCSDA	Ventura County Special Districts Association
WAN	Wide Area Network
WPD	Watershed Protection District

ALLOCATION METHODS

The District is comprised of three enterprise funds – Water Enterprise, Sewer Enterprise, and Solid Waste Enterprise. The revenues generated by each enterprise are used to support operational activities for only that same enterprise. While several budget items are entirely attributable to a single enterprise, there are many others that are shared between more than one enterprise. To appropriately assign shared costs to each enterprise, an allocation method, or basis for splitting costs is employed. The table below shows the name of the allocation method, the percentage of costs distributed to each enterprise, and the description.

Allocation Method	Water	Sewer	Trash	Community	Description
Water Only	100%	0%	0%	0%	Allocated entirely to Water Enterprise.
Sewer Only	0%	100%	0%	0%	Allocated entirely to Sewer Enterprise.
Solid Waste Only	0%	0%	100%	0%	Allocated entirely to Solid Waste Enterprise.
Comm Svc Only	0%	0%	0%	100%	Allocated entirely to Community Service Account.
Equal Distribution	33%	34%	33%	0%	Split equally among Water, Sewer, and Solid Waste Enterprises.
Staff Time	39%	40%	19%	2%	Split based on how staff time is spent.
Expense Basis	36%	42%	22%	0%	Split based on ratio of operating expenses from each enterprise.
Revenue Basis	41%	44%	15%	0%	Split based on ratio of revenues from each enterprise.
Rev. Water/Sewer	49%	52%	0%	0%	Split based on ratio of revenues from only Water and Sewer.
Ops Time	43%	41%	14%	2%	Split based on how Operations staff time is spent.
Interest Earnings	35%	55%	10%	0%	Split based on interest generated by each enterprise.

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FY 2019 - 2020 OPERATING BUDGET

Sheet No.	Account	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total	
							\$	%	\$	%	\$	%	\$	%		
OPERATING REVENUES																
Rate Revenues																
1	Water Revenue	3110	1,879,000	1,172,047	2,092,262	2,198,000	111%	2,198,000	100%	0	0%	0	0%	0	0%	2,198,000
2	Sewer Revenue	3120	2,067,000	746,448	2,170,373	2,270,000	105%	0	0%	2,270,000	100%	0	0%	0	0%	2,270,000
3	Solid Waste Revenue	3130	684,300	388,800	694,832	731,000	102%	0	0%	0	0%	731,000	100%	0	0%	731,000
Total Rate Revenues			\$ 4,630,300	\$ 4,957,467	\$ 5,199,000	107%	\$ 2,198,000		\$ 2,270,000		\$ 731,000		\$ -		\$ 5,199,000	
OPERATING EXPENSES																
Water System Expense																
4	PHWA Water Contract	4210	724,000	253,533	650,000	810,000	90%	810,000	100%	0	0%	0	0%	0	0%	810,000
5	Water Sampling	4215	16,400	6,655	14,000	16,000	85%	16,000	100%	0	0%	0	0%	0	0%	16,000
6	SWRCB Annual Admin Fee	4220	12,240	12,850	13,000	14,000	106%	14,000	100%	0	0%	0	0%	0	0%	14,000
7	Annual Water Quality Report	4225	1,650	0	4,000	4,000	242%	4,000	100%	0	0%	0	0%	0	0%	4,000
8	Cross Connect Contract Charge	4230	1,700	840	1,680	1,800	99%	1,800	100%	0	0%	0	0%	0	0%	1,800
9	Water Repair & Maintenance	4235	103,000	86,567	110,000	130,000	107%	130,000	100%	0	0%	0	0%	0	0%	130,000
10	Telemetry	4240	11,000	1,603	6,000	11,000	55%	11,000	100%	0	0%	0	0%	0	0%	11,000
Total Water System Expense			\$ 869,990	\$ 798,680	\$ 986,800	92%	\$ 986,800		\$ -		\$ -		\$ -		\$ 986,800	
Sewer System Expense																
11	Wastewater Transportation	4260	823,000	215,341	823,022	830,000	100%	0	0%	830,000	100%	0	0%	0	0%	830,000
12	Sewer Repair & Maintenance	4265	121,000	59,574	115,000	114,000	95%	0	0%	114,000	100%	0	0%	0	0%	114,000
13	Telemetry	4270	20,000	5,703	16,600	38,000	83%	0	0%	38,000	100%	0	0%	0	0%	38,000
14	Power	4275	18,000	10,429	17,000	20,000	94%	0	0%	20,000	100%	0	0%	0	0%	20,000
Total Sewer System Expense			\$ 982,000	\$ 971,622	\$ 1,002,000	99%	\$ -		\$ 1,002,000		\$ -		\$ -		\$ 1,002,000	
Trash Expense																
15	Contract Trash Services	4285	492,000	258,248	516,000	528,000	105%	0	0%	0	0%	528,000	100%	0	0%	528,000
Total Trash Expense			\$ 492,000	\$ 516,000	\$ 528,000	105%	\$ -		\$ -		\$ 528,000		\$ -		\$ 528,000	
Maintenance Expenses																
16	Gasoline	4310	20,000	5,422	10,000	15,000	50%	6,450	43%	6,150	41%	2,100	14%	300	2%	15,000
17	Vehicle Maintenance	4320	6,120	5,735	9,000	10,000	147%	4,300	43%	4,100	41%	1,400	14%	200	2%	10,000
18	Building Security	4330	900	972	2,000	3,000	222%	990	33%	1,020	34%	990	33%	0	0%	3,000
19	Building Maintenance	4340	18,500	2,797	7,000	12,000	38%	3,960	33%	4,080	34%	3,960	33%	0	0%	12,000
20	Signs & Banners	4350	1,500	969	1,500	1,500	100%	495	33%	510	34%	495	33%	0	0%	1,500
21	Public Landscaping	4360	1,900	2,526	2,593	4,500	136%	0	0%	0	0%	0	0%	4,500	100%	4,500
22	Employee Workplace Safety	4370	4,000	800	2,500	5,000	63%	2,150	43%	2,050	41%	700	14%	100	2%	5,000
23	Emergency Preparedness	4380	1,500	750	1,200	1,500	80%	0	0%	0	0%	0	0%	1,500	100%	1,500
Total Maintenance Expenses			\$ 54,420	\$ 35,793	\$ 52,500	66%	\$ 18,345		\$ 17,910		\$ 9,645		\$ 6,600		\$ 52,500	

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FY 2019 - 2020 OPERATING BUDGET

Sheet No.	Account	Adopted	Actual Through	Projected	Proposed	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total	
		FY 2018 - 2019	1/31/2019	June 2019	FY 2019 - 2020		\$	%	\$	%	\$	%	\$	%		
Salaries & Benefits																
24	Regular Salaries	4400	646,000	431,634	654,000	673,000	101%	262,470	39%	269,200	40%	127,870	19%	13,460	2%	673,000
25	Payroll Taxes	4500	19,000	8,856	16,000	19,000	84%	7,410	39%	7,600	40%	3,610	19%	380	2%	19,000
26	Group Insurance	4525	119,000	76,947	103,000	119,000	87%	46,410	39%	47,600	40%	22,610	19%	2,380	2%	119,000
27	Retirement Benefits	4550	64,600	27,120	58,300	68,900	90%	26,871	39%	27,560	40%	13,091	19%	1,378	2%	68,900
28	Uniforms	4575	3,820	2,626	3,939	3,900	103%	1,677	43%	1,599	41%	546	14%	78	2%	3,900
29	Workers' Comp Insurance	4600	14,000	8,808	17,600	13,000	126%	5,070	39%	5,200	40%	2,470	19%	260	2%	13,000
30	Employee Education	4650	17,500	10,111	17,500	18,000	100%	7,020	39%	7,200	40%	3,420	19%	360	2%	18,000
Total Salaries & Benefits			\$ 883,920	\$ 870,339	\$ 914,800		98%	\$ 356,928		\$ 365,959		\$ 173,617		\$ 18,296		\$ 914,800
Administrative Expenses																
31	Regular Board Payments	5010	7,650	4,300	8,600	9,000	112%	3,510	39%	3,600	40%	1,710	19%	180	2%	9,000
32	Special Board Meetings	5020	2,350	800	1,300	2,350	55%	917	39%	940	40%	447	19%	47	2%	2,350
33	Board/ Committee Expenses	5030	1,500	321	1,500	1,000	100%	390	39%	400	40%	190	19%	20	2%	1,000
34	Board Conferences & Seminars	5040	6,000	253	1,000	5,000	17%	1,950	39%	2,000	40%	950	19%	100	2%	5,000
35	Travel & Lodging	5050	8,500	5,705	8,500	8,500	100%	3,315	39%	3,400	40%	1,615	19%	170	2%	8,500
36	District Dues & Memberships	5100	20,000	18,037	21,000	22,000	105%	9,402	43%	8,571	39%	3,806	17%	221	1%	22,000
37	Office Supplies	5210	7,150	5,373	7,150	7,500	100%	2,475	33%	2,550	34%	2,475	33%	0	0%	7,500
38	On-Line Bill Paying	5215	6,750	3,528	6,000	7,000	89%	2,870	41%	3,080	44%	1,050	15%	0	0%	7,000
39	Communications	5220	15,000	9,752	15,500	16,000	103%	5,280	33%	5,440	34%	5,280	33%	0	0%	16,000
40	Printing & Publications	5230	6,000	3,002	6,000	6,000	100%	1,980	33%	2,040	34%	1,980	33%	0	0%	6,000
41	Postage & Shipping	5240	15,000	16,000	16,000	15,000	107%	4,950	33%	5,100	34%	4,950	33%	0	0%	15,000
42	Miscellaneous Office Expense	5250	12,000	9,433	14,000	13,200	117%	5,364	41%	5,711	43%	2,077	16%	48	0%	13,200
43	Office Utilities	5260	3,500	1,480	2,900	3,800	83%	1,254	33%	1,292	34%	1,254	33%	0	0%	3,800
44	Office Equipment Maintenance	5290	9,600	5,730	9,000	8,000	94%	2,640	33%	2,720	34%	2,640	33%	0	0%	8,000
45	Asset Replacement	5295	35,000	2,137	35,000	49,000	100%	17,668	36%	18,351	37%	12,981	26%	0	0%	49,000
46	Insurance	5400	31,100	25,653	39,000	39,000	125%	15,990	41%	17,160	44%	5,850	15%	0	0%	39,000
47	Legal Services	5510	55,000	51,625	65,000	60,000	118%	36,400	61%	17,600	29%	6,000	10%	0	0%	60,000
48	Accounting Services	5520	50,000	31,000	45,000	48,000	90%	19,680	41%	21,120	44%	7,200	15%	0	0%	48,000
49	Computer Services & Subscriptions	5530	15,000	10,401	17,000	19,000	113%	7,790	41%	8,360	44%	2,850	15%	0	0%	19,000
50	Engineering Services	5540	60,000	32,690	55,000	60,000	92%	24,600	41%	26,400	44%	9,000	15%	0	0%	60,000
51	Bank & Trustee Fees	5560	5,000	2,500	4,000	4,000	80%	1,640	41%	1,760	44%	600	15%	0	0%	4,000
52	Other Professional Services	5565	10,000	3,718	8,000	10,000	80%	4,100	41%	4,400	44%	1,500	15%	0	0%	10,000
53	Legal Notices Publication	5600	5,000	90	1,000	3,000	20%	990	33%	1,020	34%	990	33%	0	0%	3,000
54	Public Information & Outreach	5650	16,000	740	5,000	14,000	31%	4,620	33%	4,760	34%	4,620	33%	0	0%	14,000
Total Administrative Expenses			\$ 403,100	\$ 392,450	\$ 430,350		97%	\$ 179,775		\$ 167,775		\$ 82,014		\$ 787		\$ 430,350
TOTAL OPERATING EXPENSES			\$ 3,685,430	\$ -	\$ 3,584,884	\$ 3,914,450		\$ 1,541,848		\$ 1,553,644		\$ 793,276		\$ 25,683		\$ 3,914,450
NET OPERATING INCOME			\$ 944,870	\$ 1,372,583	\$ 1,284,550		\$ 656,152		\$ 716,356		\$ (62,276)		\$ (25,683)		\$ 1,284,550	

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FY 2019 - 2020 OPERATING BUDGET

Sheet No.	Account	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020	Percent Expended	Water Enterprise \$ %	Sewer Enterprise \$ %	Solid Waste Enterprise \$ %	Community Service \$ %	Total					
OTHER REVENUES																
55	Interest Earnings	6100	8,000	27,656	35,000	38,000	438%	13,300	35%	20,900	55%	3,800	10%	0	0%	38,000
56	Penalty Revenue	6200	36,000	18,138	25,000	25,000	69%	2,500	10%	2,500	10%	2,500	10%	17,500	70%	25,000
57	Secured & Unsecured Taxes	6320	60,000	43,596	65,000	66,000	108%	0	0%	0	0%	0	0%	66,000	100%	66,000
TOTAL OTHER REVENUES			\$ 104,000	\$ 125,000	\$ 129,000	120%	\$ 15,800	\$ 23,400	\$ 6,300	\$ 83,500	\$ 129,000					
DEBT OBLIGATIONS																
58	2012 Water Revenue Bonds	2805	312,834	312,834	312,834	313,000	100%	313,000	100%	0	0%	0	0%	0	0%	313,000
59	2016 Sewer Refunding Bonds	2855	186,991	146,290	186,991	191,000	100%	0	0%	191,000	100%	0	0%	0	0%	191,000
60	CSDA Loan - Smart Meter Project	2700				85,000		41,225	49%	43,775	52%	0	0%	0	0%	85,000
TOTAL DEBT OBLIGATION			\$ 499,825	\$ 499,825	\$ 504,000	100%	\$ 354,225	\$ 234,775	\$ -	\$ -	\$ 589,000					
OTHER BUDGET ITEMS																
61	Allocation of Community Service	N/A	47,662	0	0	50,000	0%	24,250	49%	25,750	52%	0	0%	(50,000)	0%	0
TOTAL OTHER BUDGET ITEMS			\$ 47,662	\$ -	\$ 50,000		\$ 24,250	\$ 25,750	\$ -	\$ (50,000)	\$ -					
AVAILABLE FOR CAPITAL & RESERVES			\$ 501,383	\$ -	\$ 997,758	\$ 859,550	\$ 293,477	\$ 479,231	\$ (55,976)	\$ 107,817	\$ 824,550					
RESERVE CONTRIBUTIONS																
Unrestricted																
	Water						0	0	0	0	0					
	Sewer						0	0	0	0	0					
	Solid Waste						0	0	0	0	0					
	Community Reserves						0	0	0	107,817	107,817					
Total Unrestricted Contributions							\$ -	\$ -	\$ -	\$ 107,817	\$ 107,817					
Board Restricted																
	Water Operations Reserve						0	0	0	0	0					
	Water Rate Stabilization						20,000	0	0	0	20,000					
	Water Capital Reserve						273,500	0	0	0	273,500					
	Sewer Operations Reserve						0	0	0	0	0					
	Sewer Rate Stabilization						0	0	0	0	0					
	Sewer Capital Reserve						0	479,200	0	0	479,200					
	Solid Waste Operations Reserve						0	0	0	0	0					
	Solid Waste Rate Stabilization						0	0	(55,976)	0	(55,976)					
	Solid Waste Capital Reserve						0	0	0	0	0					
Total Board Restricted Contributions							\$ 293,500	\$ 479,200	\$ (55,976)	\$ -	\$ 716,724					
Outside Restricted																
	Water						0	0	0	0	0					
	Sewer						0	0	0	0	0					
	Solid Waste						0	0	0	0	0					
Total Outside Restricted Contributions							\$ -	\$ -	\$ -	\$ -	\$ -					
AVAILABLE AFTER RESERVE CONTRIBUTIONS							\$ 0	\$ 0	\$ 0	\$ 0	\$ 0					

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FY 2019 - 2020 CAPITAL IMPROVEMENT PROGRAM

Line	Project No.	Capital Project	Water	Sewer	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total	
1	CI 101	Monitoring of Water Lines in Easements	100%			\$20,000	\$0	\$40,000	\$0	\$0	\$0	\$60,000	
2	CI 102	AMI Installation on Well	100%			\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	
3	CI 103	PHWA Improvements	100%				\$120,000	\$200,000	\$150,000	\$40,000	\$40,000	\$550,000	
4	CI 201	I&I Reduction - Main & Manhole Improvements		100%			\$75,000	\$420,000	\$0	\$50,000	\$200,000	\$745,000	
5	CI 202	Sewer Lift Station and Pump Station Rehabilitation		100%			\$60,000	\$320,000	\$100,000	\$270,000	\$0	\$750,000	
6	CI 205	Hydrogen Sulfide Reduction		100%			\$0	\$100,000	\$0	\$0	\$0	\$100,000	
7	CI 206	Oxnard Wastewater Plant Improvements		100%			\$0	\$200,000	\$200,000	\$300,000	\$600,000	\$1,300,000	
8	CI 208	Wastewater Flow Meter Installation		100%	\$19,000	\$16,000	\$40,000	\$10,000	\$0	\$0	\$0	\$85,000	
9	CI 402	Yard and Building Improvements	50%	50%	\$28,000	\$22,000	\$125,000	\$925,000	\$0	\$0	\$0	\$1,100,000	
10	CI 501	Air Compressor	50%	50%			\$12,000	\$0	\$0	\$0	\$0	\$12,000	
11	CI 502	Changeable Message Sign	50%	50%			\$15,000	\$0	\$0	\$0	\$0	\$15,000	
12	CI 503	Crane Truck	50%	50%			\$90,000	\$0	\$0	\$0	\$0	\$90,000	
13	MI 104	Water Emergency Response Plan	100%				\$12,000	\$0	\$0	\$0	\$0	\$12,000	
14	MI 204	CCTV Video Inspection Program		100%			\$0	\$0	\$0	\$0	\$85,000	\$85,000	
15	MI 209	Sewer System Management Plan		100%			\$12,000	\$0	\$0	\$0	\$0	\$12,000	
16	MI 404	Water & Sewer Rate Study	50%	50%			\$20,000	\$25,000	\$0	\$0	\$0	\$45,000	
Water						\$14,000	\$41,000	\$263,000	\$715,000	\$150,000	\$40,000	\$1,208,000	
Sewer						\$33,000	\$27,000	\$318,000	\$1,525,000	\$300,000	\$620,000	\$3,648,000	
Trash						\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total						\$47,000	\$68,000	\$581,000	\$2,240,000	\$450,000	\$660,000	\$925,000	\$4,856,000

Water Enterprise	FY 2020
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Beginning Capital Reserve Balance	\$2,840,344
Contributions for FY 2019 - 2020:	\$273,500
Planned Capital Expenditures	-\$263,000
Ending Capital Reserve Balance	\$2,850,844
Minimum Capital Reserve Balance	\$828,000

Sewer Enterprise	FY 2020
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Beginning Capital Reserve Balance	\$2,662,492
Contributions for FY 2019 - 2020:	\$479,200
Planned Capital Expenditures	-\$318,000
Ending Capital Reserve Balance	\$2,823,692
Minimum Capital Reserve Balance	\$1,048,640



Board of Directors:

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

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, May 14, 2019

To: Board of Directors
From: CJ Dillon, *Office Manager*
Subject: First Reading of Rate Ordinances 91 and 92
Item No. E-2

RECOMMENDATION:

1. Perform first reading of Ordinance 91 and Ordinance 92, in title only & set Public Hearing date on June 11, 2019 at 6 P.M.

FINANCIAL IMPACT: Financial impacts are available in the Proposition 218, 5-year notice approved by the Board on August 9, 2016. No changes have been made.

BACKGROUND/DISCUSSION:

Subject 1: First Reading of Ordinance 91: AN ORDINANCE AMENDING RATES, FEES AND REGULATIONS RELATED TO THE PROVISION OF WATER AND WASTEWATER SERVICES WITHIN THE SERVICE AREA OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT AND ADOPTING BY REFERENCE PORTIONS OF ARTICLE VII- PUBLIC UTILITIES, CHAPTER 2- SEWER SERVICE OF THE CITY OF PORT HUENEME MUNICIPAL CODE

Subject 2: First Reading of Ordinance 92: AN ORDINANCE OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT ESTABLISHING RATES, FEES AND REGULATIONS RELATING TO SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL AND THE ABATEMENT OF NUISANCES

ATTACHMENTS:

1. Ordinance 91
2. Ordinance 92

ORDINANCE NO. 91

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT RATES, FEES, AND REGULATIONS RELATED TO THE PROVISION OF WATER AND WASTEWATER SERVICES AND ADOPTION BY REFERENCE OF PORTIONS OF ARTICLE VII- PUBLIC UTILITIES, CHAPTER 2- SEWER SERVICE OF THE CITY OF PORT HUENEME MUNICIPAL CODE

SECTION 1: Short Title

The Short Title of this Ordinance shall be: “**CIBCSD 2019/2020 Water and Wastewater Utility Service Fee and Charges Adjustments Ordinance**” and may be cited as such.

SECTION 2: Purpose

The purpose of this Ordinance is to adjust existing water and wastewater rates and charges in order to balance revenue projections with expenditure requirements found in the adopted Fiscal Year 2019-20 Budget and to establish sufficient rules and regulations related to wastewater (sewer) service to: (1) prevent the introduction of pollutants not customarily found or that are incompatible with the wastewater system, (2) protect District personnel who may be affected by wastewater and sludge in the course of their employment, and (3) enable sufficient control authority to the District in order to comply with local, state and federal wastewater regulations.

SECTION 3: Repeal of Ordinance 89 and annual Water Availability Charge

Ordinance No. 89 regarding the above-referenced fees and charges now in effect is hereby repealed in its entirety. The \$10.00 annual Water Availability Charge is hereby repealed due to the limited amount of vacant lots located within the District’s boundaries and the inability to find the original Ordinance to enforce this charge.

SECTION 4: Water Service Charges

- (a) **Section 4.1: Definitions.** For the purposes of this section, the following definitions shall apply: “Non-Harbor Customers” shall mean those customers who are served water through a connection **not** subject to the terms of the 1996 Water Service Agreement between the County of Ventura and the Channel Islands Beach Community Services District; those residential subdivisions commonly referred to as Hollywood Beach, Hollywood by the Sea, and Silver Strand.
- (b) “Harbor Customers” shall mean those customers who are served water through a

connection subject to the terms of the 1996 Water Service Agreement between the County of Ventura and the Channel Islands Beach Community Services District; those areas located within the lands and water ways owned and operated by the Channel Islands Harbor Department.

- (c) "Single-Family Residential" shall mean single-family residences; single-family residences with one (1) accessory dwelling unit; and residential duplexes serviced through a single, metered water connection.
- (d) "Multi-Family Residential" shall include single-family residences with two (2) or more accessory dwelling units; residential multiplexes with three (3) or more dwelling units serviced through a single, metered water connection. "Multi-family" shall not include any connection that services both dwelling units as well as other uses simultaneously.
- (e) "Commercial" and "Industrial" shall include any use that is not solely comprised of residential dwelling units including those where dwelling units and other uses are serviced by a single, metered water connection.
- (f) "HCF" shall mean Hundred Cubic Feet of water; an industry standard unit of measure for water consumption. One (1) HCF equals 748 gallons of water.
- (g) "Date of Demolition" or "Demolition" shall mean the sign-off date of an approved demolition permit from the County of Ventura.

Section 4.2: Base Monthly Water Service Charges. The following rates are effective beginning at 12:01am on July 15, 2019:

- (a) Non-Harbor Customers
 - (i) 3/4" meter: **\$37.51/month**
 - (ii) 1" meter: **\$59.03/month**
 - (iii) 1 1/2" meter: **\$112.84/month**
 - (iv) 2" meter: **\$177.42/month**
 - (v) 3" meter: **\$381.92/month**
 - (vi) 4" meter: **\$683.28/month**
- (b) Harbor Customers
 - (i) 3/4" meter: **\$51.64/month**
 - (ii) 1" meter: **\$82.59/month**
 - (iii) 1 1/2" meter: **\$159.97/month**
 - (iv) 2" meter: **\$252.83/month**
 - (v) 3" meter: **\$564.87/month**
 - (vi) 4" meter: **\$980.20/month**
- (c) Fire Hydrant Construction Meter: **\$50.00/month**. A minimum charge of \$50.00 will be applied to any account requesting a Fire Hydrant Construction Meter; following the first fully billing cycle, the \$50.00 per month charge will be prorated to reflect the actual number of days of service.

Section 4.3 Fire Line Charge. In addition to the base monthly water rate for each residential connection served by a **1"** or less water meter with a fire sprinkler system as well as a UL fire water meter and manifold installed in the residence, the following monthly fees shall apply:

- (a) 3/4" connection: **\$6.38/month**

(b) 1" connection: **\$9.62/month**

Section 4.4 Three Tiered, Increasing Block-Metered Consumption Rates.

(a) Non-Harbor Single-Family Residential Customers

- (i) Tier 1: **\$3.90/HCF** for first **0-5 HCF** consumed each month
- (ii) Tier 2: **\$4.52/HCF** for water consumed between **6-8 HCF** each month
- (iii) Tier 3: **\$6.28/HCF** for water consumed above **8 HCF** each month

(b) Non-Harbor Multi-Family Residential Customers

- (i) Tier 1: **\$3.90** per HCF for first **0-4 HCF** consumed each month
- (ii) Tier 2: **\$4.52** per HCF for water consumed between **5-6 HCF** each month
- (iii) Tier 3: **\$6.28** per HCF for water consumed above **6 HCF** each month

(c) Example. *The monthly billing for a three (3) unit multi-family structure will be calculated as follows:*

Up to 12 HCF of water at Tier 1 pricing: {up to 4 HCF of Tier 1 water} x {3 units}

Up to 6 HCF of water at Tier 2 pricing: {up to 2 HCF of Tier 2 water} x {3 units}

Remaining HCF of water at Tier 3 pricing: {all HCF above 18 HCF}

Section 4.5 Metered Consumption Rates. The variable monthly rate based on metered consumption for Commercial, Governmental, and Industrial (including Construction and Hydrant) meters shall be:

(a) Non-Harbor: \$4.39per HCF.

(b) Harbor: \$5.13 per HCF.

Section 4.6 Monthly Rates Dedicated Fire Line Rates. The monthly rates for connections dedicated solely to the provision of fire protection shall be based on the diameter of the connection at these rates:

- (a) 1" connection: **\$6.25/month**
- (b) 2" connection: **\$11.69/month**
- (c) 3" connection: **\$24.03/month**
- (d) 4" connection: **\$45.33/month**
- (e) 6" connection: **\$121.75/month**
- (f) 8" connection: **\$253.54/month**

Section 4.7 Charges for Relocation or Abandonment of Metered Service. Charges for all meter relocation services will be billed at the District's actual cost plus a 15% administration fee to cover handling and billing costs on all materials as well as other related costs incurred by the District in connection with the provision of these services. An estimate of costs for each relocation or abandonment shall be available upon request from the District's General Manager.

Section 4.8 Connection Charges Governed by the 1996 Water Service Agreement.

All connection charges for water connections made within the Harbor are governed by the 1996 Water Service Agreement.

Section 4.9 Connection Charges Not Governed by the 1996 Water Service Agreement.

(a) Capacity Connection Charge. Subject to Section 4.8 above, any new

development within the District's service area requiring a metered service connection to the District's water mains shall be subject to a capacity-based connection fee according to the following schedule:

- (i) 3/4" connection: **\$6,064.00** (based on equivalency factor: 1)
- (ii) 1" connection: **\$12,128.00** (based on equivalency factor: 2)
- (iii) 1 1/2" connection: **\$24,252.00** (based on equivalency factor: 4)
- (iv) 2" connection: **\$43,909.00** (based on equivalency factor: 7)
- (v) 3" connection: **\$90,946.00** (based on equivalency factor: 15)
- (vi) 4" connection: **\$181,893.00** (based on equivalency factor: 30)
- (vii) 6" connection: **\$363,786.00** (based on equivalency factor: 60)

(b) Capacity Connection Charges for Dedicated Fire Protection Connections.

Subject to Section 4.8 above, any development within the District's service area requiring a metered service connection to the District's water mains that will be dedicated solely to fire protection shall be subject to a capacity-based connection fee according to the following schedule:

- (i) 3/4" connection: **\$800.00**
- (ii) 1" connection: **\$1,212.00**
- (iii) 2" connection: **\$1,842.00**
- (iv) 3" connection: **\$2,818.00**
- (v) 4" connection: **\$3,860.00**
- (vi) 6" connection: **\$5,712.00**

In addition to this connection fee, applicants will be billed the District's the actual cost to install the required connection plus a 15% administrative fee to cover handling and billing costs, on all materials or external costs incurred by the District. An estimate of costs for each installation can be obtained upon request from the District General Manager.

(c) Connection Charge for Delayed Construction on Vacant Parcels.

- (i) *Structures Constructed Within 5 Years of Paying Connection Charge.* Any structure proposed for residential, commercial, or industrial uses on a vacant and unconnected parcel within the District's service area on a parcel for which a Connection Charge has been paid within the 5 years of the date of the requested connection to the District's water system shall not be subject to the payment of the applicable Connection Charge. This subsection is subject to Section 4.9(e) describing Incremental Water Connection Charges, below.
- (ii) *Structures Constructed 5-10 Years After Paying Connection Charge.* Any structure proposed for residential, commercial, or industrial uses on a vacant and unconnected parcel within the District's service area on a parcel for which a Connection Charge has been paid more than 5 years but less than 10 years from the date of the requested connection to the District's water system shall be subject to the payment of the applicable Connection Charge at a 50% reduced rate. This subsection is subject to Section 4.9(e) describing Incremental Water Connection Charges, below.
- (iii) *Structures Constructed More Than 10 Years After Paying Connection Charge.* Any structure proposed for residential, commercial, or industrial uses on a vacant and unconnected parcel within the District's service area on a parcel for which a Connection Charge has been paid more than 10 years from the date of the requested connection to the District's water system shall be subject

to the payment of the applicable Connection Charge.

(d) Connection Charge for Demolished and Replaced Structures.

- (i) Structures Replaced Within 5 Years of Demolition.** Any structure proposed for residential, commercial, and/or industrial uses within the District's service area that is being constructed to replace a demolished structure shall **not** be subject to the payment of applicable Connection Charges provided: (1) The structure being replaced was properly connected to the District's sewer system, as evidenced by the payment of past applicable sewer connection charges, and (2) the replacement structure is constructed within five (5) years from the date of demolition for the structure it replaces. The property owner shall bear the burden of proof as to the above (5) year time period.
- (ii) Structures Replaced 5-10 Years After Demolition.** If a property owner delays in constructing a replacement structure until more than five (5) years but less than ten (10) years from the date of applicable connection charges being paid or the date of demolition, the District shall levy and collect all applicable Sewer Connection Charges in effect at the time of request for a "Water Service Will Serve or Water Availability Letter" for the structure. However, said charges shall be reduced by (50%) Fifty Percent.
- (iii) Structures Replaced More Than 10 Years After Demolition.** If a property owner delays in constructing a replacement structure until more than ten (10) years from the date of demolition, then there shall be no reduction in the applicable Sewer Connection Charge.
- (e) Incremental Water Connection Charge.** Notwithstanding any other part of this Ordinance, the District shall levy incremental an Incremental Water Connection Charge for any replacement structure which requires a larger size water meter. This incremental charge shall be based on the difference in charges between the larger size connections minus the dollar value of the charges for the original sized connections on the demolished structure. Payment of these charges shall occur prior to and as a condition of the issuance of "Water Will Serve or Water Availability Letter"
- (f) Issuance of Letters.** Payment of all Water Connection Charges shall occur prior to and as a condition of the issuance of "Water/Sewer Will Serve Letter" or "Water/Sewer Availability Letter."

Section 4.10 Charges for Modifying Fire Sprinkler System Service Connections.

- (a) Ventura County Fire Protection District ("VCFPD") Ordinance No. 25 requires new homes and/or remodeled homes to install fire sprinkler systems under certain specific conditions. The design of said sprinkler systems will be determined by the VCFPD.
- (b) Charges or all water service modifications or installations required to accommodate fire sprinkler installations utilizing the same size water meter and pipe will be billed at actual cost to the District, plus a 15% administrative fee to cover handling and billing costs on all materials or external costs incurred by the District. An estimate of costs for each installation can be obtained upon request from the District General Manager.
- (c) If VCFPD determines a larger diameter meter or pipe is necessary to comply with

its Ordinance Code, then fees for such replacement equipment shall be calculated in accordance with Section 6.6(d) of this Ordinance.

SECTION 5: Sewer Service Charges

Section 5.1 Definitions. For the purposes of this section, the following definitions shall apply:

- (a) “Equivalent Residential Unit” or (ERU) shall mean:
 - a. One (1) freestanding single-family residence; or
 - b. Any dwelling unit, attached or detached, designed to be an independent dwelling unit; or
 - c. Any independent dwelling unit that is part of an apartment complex, condominium development, mobile home, or duplex.
- (b) “Single Family Residential” shall mean one (1) Single Family residence with no attached or detached accessory dwelling units.
- (c) “Multi-Family Residential” (MFR) shall mean any residential structure comprised of more than one (1) dwelling unit, including single-family residences with one (1) or more accessory dwelling units.
- (d) “Sewer service only” shall mean those facilities known as the Hollywood Beach Mobile Home Park” and the “Harbor Walk Condominiums”.
- (e) “Commercial I – Low” shall mean any premises used for general office functions, retail and or enterprise where it can be reasonably expected that the strength of sewerage generated and discharged will be generally low in total suspended solids and generally low in Bio Oxygen Demand (BOD).
- (f) “Commercial III – High” shall mean any premises used of the purpose of food production, restaurant service or where the sewerage generated and discharged can be reasonably expected to produce high volumes of flow, high total suspended solids and high Bio Oxygen Demand.
- (g) “School” shall mean any premises owned and operated by the Port Hueneme School District.
- (h) “HCF” shall mean Hundred Cubic Feet of water; an industry standard unit of measure for water consumption. One (1) HCF equals 748 gallons of water.
- (i) “Return to Sewer” or (RTS) is the amount of wastewater that flows to the District’s sewer system; because of the technical limitations on accurately measuring the flows of sewage from individual connections, RTS is calculated based on industry-standard ratios that are a function of type of use and amount of water delivered. The return to sewer factor for Single-Family Residential and Multi-Family Residential customers is based on annualized FY 2015 winter usage.
- (j) “Lateral” shall mean those portions of sewer line necessary to connect any property to the District Waste Water Collection System, including those portions in the public right of way up to and including the Wye connection to the District Sewer main and those sections extending onto private property.
- (k) “Date of Demolition” or “Demolition” shall mean the sign-off date of an approved demolition permit from the County of Ventura.

SECTION 5.2: Monthly Base and Variable Sewer Rates. The sewer rates shall be comprised of a monthly base service charge in addition to variable charges based on usage according to the following schedule of rates effective beginning at 12:01am on July 15, 2019:

- (a) Monthly Base Rates (based on type of connection):
 - (i) Single Family Residential: **\$26.40** per month per connection
 - (ii) Multi-Family Residential: **\$21.12** per month per ERU behind connection
 - (iii) Sewer Service Only: **\$21.12** per month per ERU behind connection
 - (iv) School: **\$156.01** per month per connection
 - (v) Commercial I – Low: **\$24.84** per month per connection
 - (vi) Commercial III – High: **\$62.64** per month per connection
- (b) Variable Rates (based on metered water consumption and listed RTS):
 - (i) Single-Family Residential: **\$6.23** per HCF per month; calculated at 93% RTS
 - (ii) Multi-Family Residential: **\$6.23** per HCF per month for each metered connection; calculated at 94% RTS
 - (iii) Sewer Service Only: **\$6.23** per HCF per month for each metered connection; calculated at 94% RTS
 - (iv) School: **\$5.94** per HCF per month for each metered connection; calculated at 100% RTS
 - (v) Commercial I – Low: **\$6.01** per HCF per month for each metered connection; calculated at 100% RTS
 - (vi) Commercial III – High: **\$7.47** per HCF per month for each metered connection; calculated at 100% RTS

(a) **Section 5.3: Sewer Connection Charges. New Connection Charge.** Each residential/commercial unit served by a 4 inch or smaller lateral to be connected directly to the District Waste Water Collection System shall be assessed a \$8,656.00 connection fee by the District. Payment of the connection fee authorizes a single connection from the subject property to the District Waste Water Collection System. It is the sole responsibility of the parcel owner to install and maintain the sewer lateral connecting the subject property to the District owned collection system.

- (b) **Connection Charge for Delayed Construction on Vacant Parcels.**
 - i. *Structures Constructed Within 5 Years of Paying Connection Charge.* Any structure proposed for residential, commercial, or industrial uses on a vacant and unconnected parcel within the District's service area on a parcel for which a Connection Charge has been paid within the 5 years of the date of the requested connection to the District's sewer system shall not be subject to the payment of the applicable Connection Charge. This subsection is subject to Section 4.9(e) describing Incremental Water Connection Charges, below.
 - ii. *Structures Constructed 5-10 Years After Paying Connection Charge.* Any structure proposed for residential, commercial, or industrial uses on a vacant and unconnected parcel within the District's service area on a parcel for which a Connection Charge has been paid more than 5 years but less than 10 years from the date of the requested connection to the District's sewer system shall be subject to the payment of the applicable Connection Charge at a 50% reduced rate. This

subsection is subject to Section 4.9(e) describing Incremental Water Connection Charges, below.

- iii. *Structures Constructed More Than 10 Years After Paying Connection Charge.* Any structure proposed for residential, commercial, or industrial uses on a vacant and unconnected parcel within the District's service area on a parcel for which a Connection Charge has been paid more than 10 years from the date of the requested connection to the District's sewer system shall be subject to the payment of the applicable Connection Charge.

(c) Connection Charge for Demolished and Replaced Structures.

(i) *Structures Replaced Within 5 Years of Demolition.* Any structure proposed for residential, commercial, and/or industrial uses within the District's service area that is being constructed to replace a demolished structure shall **not** be subject to the payment of applicable Connection Charges provided: (1) The structure being replaced was properly connected to the District's sewer system, as evidenced by the payment of past applicable sewer connection charges, and (2) the replacement structure is constructed within five (5) years from the date of demolition, for the structure it replaces. The property owner shall bear the burden of proof as to the above (5) year time period.

(ii) *Structures Replaced 5-10 Years After Demolition.* If a property owner delays in constructing a replacement structure until more than five (5) years but less than ten (10) years from the date of applicable connection charges being paid or the date of demolition, the District shall levy and collect all applicable Sewer Connection Charges in effect at the time of request for a "Water/Sewer Will Serve Letter" or "Water/Sewer Availability Letter" for the structure. However, said charges shall be reduced by (50%) Fifty Percent.

(iii) *Structures Replaced More Than 10 Years After Demolition.* If a property owner delays in constructing a replacement structure until more than ten (10) years from the date of demolition, then there shall be no reduction in the applicable Sewer Connection Charge.

- (d) Incremental Sewer Connection Charge.** Notwithstanding any other part of this Ordinance, the District shall levy incremental an Incremental Sewer Connection Charge on for any replacement structure which requires a larger size water meter. This incremental charge shall be based on the difference in charges between the larger size connections minus the dollar value of the charges for the original sized connections on the demolished structure.

- (e) Issuance of Letters.** Payment of all Sewer Connection Charges shall occur prior to and as a condition of the issuance of "Water/Sewer Will Serve Letter" or "Water/Sewer Availability Letter."

SECTION 6: Charges and Requirements for Remodeling, Replacement, Modification, or Redevelopment Affecting the District's Water or Waste Water Systems

Section 6.1 Charges.

- a) *Cost Calculation.* Notwithstanding any other provisions of this ordinance, the following requirements shall apply to any property connected to the Districts Water or Waste Water Collection System that is to be remodeled, modified or

redeveloped in any matter that includes the repair, replacement or modification of facilities, infrastructure or piping connected to the Districts water or waste water system shall pay to the District the actual cost incurred to the District plus a 15% administrative overhead fee for staff time in plan review, inspections and other charges that may include, but are not limited to atlas updates, hydraulic modeling, construction cost, sampling or engineering.

- b) *Deposit*. A minimum deposit for each project shall be collected by the District from each applicant in accordance with following schedule:
 - (i) Residential Property: \$250.00
 - (ii) Commercial Property with ¾" and 1" meter: \$250.00
 - (iii) Commercial Property with 1.5" and larger meter: \$1000.00
- c) *Costs in Excess of Deposit*. Should the actual cost incurred by the District exceed the amount of the deposit the applicant or property owner shall be required to pay those costs in full prior to receiving service from the District. In the event the actual cost incurred are less than the amount of the deposit the District shall refund the remaining balance of the deposit within thirty days of being notified by the applicant that the project is complete.

Section 6.2 Requirement to Camera Sewer Lateral. Prior to reconnecting to the District Waste Water Collection System the parcel owner shall arrange for and pay for a video inspection of the sewer lateral. The video inspection must occur with an authorized agent of the District present or a copy of the video inspection shall be provided to the District in DVD format. Upon review of the video inspection, the District may require the repair or replacement of any portion of the lateral shown to have the potential for excessive velocities, failures, infiltration of water, roots, soil, or the introduction of anything other than waste water into the District Waste Water Collection System.

SECTION 7: Adoption of Certain Articles and Chapters of the City of Port Hueneme Municipal Code

Pursuant to the Government Code sections 61060 and 61100, Article VII- Public Utilities, Chapter 2 – Sewer Service of the City Of Port Hueneme Municipal Code is hereby adopted by reference and made a part of this Ordinance provided that (1) references to administrative authorities therein be construed, whenever applicable based on context, to refer to the Channel Islands Beach Community Services District ("District") (2) references to authorities therein designated to the Public Works Director be construed, whenever applicable based on context to refer to the District General Manager, (3) The following portions of Article V11- Public Utilities, Chapter 2 – Sewer Service of the City Of Port Hueneme Municipal Code are specifically not part of the referenced adoption and shall not be deemed enforceable or adopted:

- (a) 7152G paragraph (2)
- (b) 7152H paragraphs (2) & (3)
- (c) 7154D is excluded in its' entirety
- (d) Section 7155 is excluded in its' entirety
- (e) 7156A, 7156B, 7156C, 7156D, 7156E, 7156F, 7156G, 7156H, 7156I, 7156J, 7156K and 7156L are excluded in their entirety
- (f) 7157B and 7157C are excluded in their entirety

- (g) Section 7159 is excluded in its' entirety
- (h) Section 7160 is excluded in its' entirety

In the case of any conflict between the code adopted by reference herein and a rule or regulation separately adopted by the District, the District's separately adopted rule or regulation shall prevail.

SECTION 8: Effective Date

This Ordinance shall become effective at **12:01 a.m. on July 15, 2019.**

SECTION 9: Publication

Upon adoption, this Ordinance shall be published in title and general description only in a newspaper of general circulation within the District's general area of service.

SECTION 10: Severability

In the event that any section, clause or portion of this Ordinance is found to be invalid, the validity of the remaining sections of the Ordinance shall not be affected.

PASSED, APPROVED and ADOPTED by the Channel Islands Beach Community Services District Board of Directors on this **11th day of June, 2019**, by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

KRISTINA BREWER, BOARD PRESIDENT

ATTEST:
APPROVED AS TO FORM:

AKBAR ALIKHAN
GENERAL MANAGER

JOHN MATHEWS
GENERAL COUNSEL

ORDINANCE NO. 92

AN ORDINANCE OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT ESTABLISHING RATES, FEES AND REGULATIONS RELATING TO SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL AND THE ABATEMENT OF NUISANCES

WHEREAS, the Channel Islands Beach Community Services District (hereinafter "District") is empowered to provide a number of public services in accordance with provisions of **California Government Code Section 61000, et seq** and

WHEREAS, Government Code Section 61600 enumerates the powers that the District may exercise, among them the following: (1) to supply the inhabitants of the district with water for domestic use, irrigation, sanitation, industrial use, fire protection and recreation, (2) to collect, treat or dispose of sewage (wastewater), waste and storm water of the district and its inhabitants, and (3) to collect or dispose of garbage and refuse matter; and

WHEREAS, Government Code Section 61621 provides that the District may prescribe, revise and collect rates or other charges for services and facilities provided by it, such as the above-referenced supply of water sewage and garbage collection and disposal services; and

WHEREAS, the District requires all properties within the District's service area desiring any one of the above utility services to obtain all services, as evidenced by the connection of the property to the District's water mains via appropriately sized, metered, service lateral connections and to any appropriate sewer connections; and

WHEREAS, the District has established procedures for the collection of appropriate service charges for the above-referenced services by the number of ordinances and utility billing policies now in effect; and

WHEREAS, the District's Board of Directors conducted a duly noticed public hearing on the Recommended Fiscal Year 2019/20 Annual Budget during their June 11, 2019 Meeting, concluding in the adoption of the Fiscal Year 2019-20 Annual Budget during the June 11, 2019 Meeting; and

WHEREAS, the adoption of a Final Fiscal Year 2019-20 Annual Budget for the District requires periodic adjustments to existing water, wastewater and/or trash utility rates and fees to balance revenue projections with expenditure requirements; and

WHEREAS, the District has provided written notice pursuant to California Proposition 218 to all property owners in the District's area regarding the proposed adjustment to the water, wastewater, and trash utility rates and fees, and held and conducted a public hearing regarding the proposed adjustment on August 9, 2016.

The Board of Directors of the Channel Islands Beach Community Services District does ordain as follows:

Section 1. Definitions.

Unless the context otherwise requires, the following definitions shall govern the construction of this chapter.

- A. "District" means the Channel Islands Beach Community Services District and all territory now or hereafter included within the boundaries of District.
- B. "Contractor" means any person with whom District may have a contract pursuant to this ordinance for the collection and disposal of trash from any property within District.
- C. "Employee" means all persons engaged in the operation or conduct of any garbage, trash or refuse contractor business as defined in subsection B, whether as owner, partner, agent or manager, and any and all other persons employed or working in the business.
- D. "Green Waste" means tree trimmings, grass cuttings, dead plants, leaves, branches and dead trees, any type of non-chemically treated wood or lumber and similar materials
- E. "Recyclable Material(s)" means those materials designated by the Contractor and the District which will be processed for marketing.
- F. "Solid Waste" means all putrescible and non-putrescible solids, semi-solids and liquid waste accumulated or delivered for collection and disposal within the District and includes, but are not limited to, construction, demolition, debris and bulky waste. Solid Waste does not include:
 - 1. Hazardous waste or low level radioactive waste regulated under Chapter 7.6 of Division 20 of the Health and Safety Code.
 - 2. Medical waste which is regulated pursuant to the Medical Waste Management Act (Chapter 6.1 of the Health and Safety Code), provided that the medical waste, whether treated or untreated, is not disposed of at a solid waste facility. Medical waste which has been treated and which is deemed to be solid waste shall be regulated pursuant to this division.

3. Recyclable materials.

G. "Prohibited Materials" includes bricks, stones, concrete, cement, plaster, asphalt and debris incident to construction or demolition; hot ashes; earth, sod and sand other than the minimal amounts accumulated in ordinary cleaning; any toxic or hazardous materials, chemicals or waste, including flammable or explosive substances such as drain oil and paints; medicines, drugs and pills, unless securely enclosed in containers which do not in any way indicate the nature of the contents; and appliances and furniture which are bulky or unusually heavy, such as couches, refrigerators, water heaters and similar items. Other than as specified in Sections 8 and 30 relating to nuisances, "Prohibited Materials" are specifically excluded from the definitions of "Garbage," 'Refuse' and "Trash' herein.

H. "Real Property," "Property" or "Properties" means all real property in District, residential, commercial or otherwise, vacant or otherwise, upon which trash, garbage, or refuse is produced or accumulates.

I. "Residential Property" means real property used for residential purposes, containing no more than one (1) residential dwelling unit. "Residential Property" is real property containing a single-family dwelling.

J. A "Residential Dwelling Unit" means an independent residential living space, with kitchen facilities, designed for use by one (1) or more persons. For purposes of this definition, a residential dwelling unit includes, without limitation, a single-family dwelling, one-half (1/2) of a duplex, and an apartment within a multi—unit residential building.

K. "Multi-Unit Residential Property" means real property used for residential purposes, containing two (2) or more residential dwelling units. "Multi—Unit Residential Property" includes a duplex with two (2) dwelling units, a triplex with three (3) dwelling units, and an apartment complex or other multi-tenant building containing four (4) or more dwelling units.

L. "Commercial Property" shall include real property being used for commercial purposes, including offices, restaurants and hotels or motels.

M. "Public Entity Property" means those properties owned or occupied by public entities, including: (1) the Hueneme School District (Hollywood Beach School); and (2) the County of Ventura.

N. "Construction Site" means real property undergoing construction or substantial repairs and/or reconstruction.

O. "Person" means an individual, partnership, corporation or any commercial association or venture, however defined.

P. "Occupant" means every resident or possessor of improved real property within the District, residential or commercial.

Q. "Owner" means a person holding title to real property within District.

R. "Manager" shall mean the General Manager of this District. The Manager may delegate his or her responsibilities under this ordinance to other District employees.

S. "Street" means any public or private street or way.

T. "Truck" means any truck, trailer, semi-trailer, conveyance or vehicle to collect, hold or transport trash, garbage, or refuse upon and along the streets, roads and highways of District.

U. "Independent Contractor" means a person other than Contractor with whom an owner or occupant has a collection contract.

V. "Board of Directors" means the Board of Directors of the Channel Islands Beach Community Services District.

Section 2. Intent.

Pursuant to the statutory authority enumerated in California Government Code Section 61 600 and Public Resources Code Section 40059, it is the declared intent of District to provide for the collection and removal of trash, garbage and refuse from real property within the District in accordance with the provisions of this ordinance, any rules and regulations of District adopted pursuant to this ordinance, and the terms and conditions of any contract between District and Contractor(s) pursuant to this ordinance.

Section 3. Exclusive Right of District to Regulate Trash Collection and Disposal.

The collection, removal and disposal of all trash shall be performed by District or its authorized Contractor, and no other person shall engage in the business of collection, removal and disposal of trash unless authorized to do so by District. The provisions of this section shall not apply to any owner or occupant hiring an independent contractor to collect and dispose of refuse or prohibited materials from property for which such services are not provided by District or its Contractor, nor shall these provisions apply to the exemption specified in Section 6 herein.

Section 4. Supervision of Collection

A. The Manager shall supervise the collection and removal of garbage, refuse, waste and trash within District.

B. The Board of Directors of District may by resolution adopt rules,

regulations, terms and conditions governing the collection, removal and disposal of garbage and refuse, which are not inconsistent with the provisions of this ordinance.

Section 5. Eligibility for Service.

All real property within District shall be eligible to receive trash collection and disposal services by District's Contractor. All real property so served must be on the current property tax roll for the County of Ventura, with all taxes paid and current. Provision of services is subject to proof of legal occupancy and compliance with all terms and conditions of this ordinance, including timely payment of all service rates and charges.

Section 6. Owners' and Occupants' Exemption.

Owners' and Occupants' removal and conveyance of an occasional load of refuse or prohibited materials, not containing garbage, from their own property to a legal point of disposal, shall be exempted from the provisions of this ordinance. Additional exemptions shall be the hauling of grass cuttings, pruning's, manure or other refuse or rubbish not containing garbage, by gardeners or gardening services working on such property.

Section 7. Deposit of Trash or Prohibited Materials on Streets.

It shall be unlawful for any person to deposit, or cause or permit to be deposited, any trash or prohibited materials upon or in any public sidewalk, Street, road, highway, court or alley within District, or upon any property owned or leased by District, except in receptacles or areas specifically designated or provided for that purpose. A violation of this provision shall be a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days, or by a fine of not more than Five Hundred Dollars (\$500.00), or by both such fine and imprisonment.

Section 8. Accumulation of Trash or Prohibited Materials on Property.

Every owner or occupant of real property shall properly store accumulations of trash or prohibited materials such that they will not be carried or deposited by the elements upon any street, sidewalk or public place or upon the private property of another person. No person shall deposit, store, or cause or permit to be deposited or stored, any trash or prohibited materials upon any property owned or occupied by such person so that such trash or prohibited materials constitute a "nuisance" pursuant to Section 30 herein. Every person owning or occupying property where there is any accumulation of garbage or refuse shall cause the same to be lawfully removed or disposed of at least once each calendar week. No person owning or occupying property shall set out or cause to be set out for collection during any week garbage or refuse for collection other than garbage or refuse originating on that same property. No person may discard prohibited materials through the weekly collection process described herein. All persons in possession of such prohibited materials shall either lawfully dispose of such materials themselves or make arrangements with District for the

removal and disposal of such materials.

Section 9. Solid Waste & Recycle Containers.

A. Registration. All solid waste & recycle containers provided by Contractor shall bear a registration number, be kept at their designated property address, and shall not be painted by the occupant. All solid waste & recycle containers furnished by Contractor shall remain the property of Contractor and shall be replaced at Contractor's expense when deemed necessary by the District.

B. Residential Property. Contractor shall provide each residential property with a solid waste & recycle container(s), including lid, of a size and type approved by District.

C. Multi-Unit Residential, Commercial and Public Entity Properties. As directed by the District, Contractor shall provide each multi-unit residential, commercial and public entity property with one (1) or more, three (3)-cubic yard trash bin(s), including lid, and suitable for locks, of a type approved by District. At the District's discretion, commercial food service/restaurant establishments shall be liable for an additional surcharge for fly-tight lids for such trash bins.

D. Construction Site Bins. Upon the District's request, Contractor shall provide a construction site with one (1) or more three (3)-cubic yard trash bin(s), including lid, of a type approved by District. Construction bin service shall be determined by the District upon processing of a 'will-serve' letter or meter service request, or upon District's inspection of a construction site. Construction site bin collection and removal services shall be provided by District's Contractor, unless otherwise approved by the Manager.

E. Additional Trash Containers. Additional solid waste & recycle container(s) shall be supplied by the Contractor to, or an increased frequency of pick-ups of solid waste & recycle shall be made from, any of the properties described in this section upon the request of either: (1) the occupant or owner of the property, communicated to District; or (2) the Manager, upon recent evidence that the solid waste or recycle container(s) placed on the property is generally insufficient to hold the accumulation of trash from the property, or that solid waste or recyclables need to be collected more frequently. Prior to ordering either increased pick-up service or the placement of additional container(s) on a property, the Manager shall notify in writing the property's occupant or owner of the Manager's intentions and seek comments. Written notice of the placement of additional container(s) or increased pick-up, together with a schedule of the service rates to be paid for the additional container(s) or increased frequency of pick-ups, shall be sent to the property occupant or owner.

F. Excess Solid Waste Surcharges. The Manager, in his discretion, may impose an excessive solid waste volume surcharge upon any owner or occupant who repeatedly sets out for pick-up a volume of solid waste in excess of the weekly limits as specified in Section 11. The amount of surcharge shall be \$35.00 for each additional

full solid waste container utilized to pick up excess solid waste, or a pro-rated amount depending upon the volume of excess solid waste. For example, use of an additional half-container for excess solid waste shall result in a \$17.50 surcharge. Prior to levying such surcharges, the District shall either personally deliver or mail at least (1) written notice, by regular first-class mail, to the owner or occupant, warning them of the levying of such a surcharge or fine in the event of future non-compliance.

G. Recycling Surcharges. The Manager, in his discretion, may impose a Failure to Recycle Surcharge upon any owner or occupant who causes solid waste, hazardous, e-waste or other non-recyclable materials to be placed in recycle containers. The same surcharge may be imposed on any owner or occupant who repeatedly causes recyclable materials to be placed in the solid waste containers. The amount of the surcharge shall be \$25.00 for each recycle container contaminated with solid waste, hazardous waste, e-waste or other non-recyclable materials.

Section 10. Non-Permitted Solid Waste or Recycle Containers;

Apart from the exception of District-approved containers for recyclables, no other trash containers or receptacles other than those specifically authorized herein may be used to deposit trash for collection by Contractor. Trash deposited in these receptacles, e.g., disposable plastic bags, refuse bundles, oil drums, wooden crates, waste baskets, cardboard boxes and paper bags, will not be collected by Contractor.

Section 11. Limitations on Amount of Solid Waste.

Each property shall be entitled to have collected and disposed of by Contractor the amount of solid waste equaling the volume of the trash container(s) placed on the property pursuant to Section 9. Trash more than this volume limitation shall not be part of the basic collection service specified herein and shall not be picked up by Contractor unless directed by the District.

Section 12. Holiday Collection.

There will be no trash collection by Contractor on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day, amid any other holiday unspecified herein during which the landfill customarily used by Contractor is closed. Contractor shall be responsible for notifying District and owners and occupants of any unspecified holidays at least two (2) weeks in advance, in accordance with Section 23 herein. If a -weekly pick-up day falls on any of these days, trash for that week shall be placed for disposal and picked up on the day following the day trash is normally collected.

Section 13. Placement of Trash Containers.

A. No owner or occupant or any other person shall place or cause to be placed any trash containers on any sidewalk, street, road or highway within District at any time other than on the days established for the collection of trash on the route, or

before 5 p.m. on the days immediately prior to such collection, or permit such containers to remain there after 7 p.m. on the day of collection. Any trash containers placed for collection shall be placed within two (2') of the curbside. Subject to Section 13, Subsection C, after collection of trash, the trash containers shall be removed and returned to an area within the property where such containers cannot be viewed from adjacent properties or from any street, road or highway in front of or to the rear of said property. Pursuant to Subsection E of this Section, the Manager in his discretion may impose a surcharge or fine on any owner, occupant or person who violates the provisions of this section.

B. Owners and occupants of 'Residential Property' as defined herein may at their discretion request 'walk-in' service from Contractor at the service rate specified by District in Section 25 herein.

C. The District may make exceptions where site conditions prevent an owner or occupant from complying with the above trash container placement requirements. The District will only grant exceptions where the owner or occupant (1) Demonstrates that there is no area on the site where trash containers cannot be viewed from adjacent properties or from any street, road or highway in front of or to the rear of said property; and, (2) Stipulates that trash containers will be located in most unobtrusive manner under the circumstances as determined by the District. Pursuant to Subsection E of this Section, the Manager in his discretion may impose a surcharge or fine on any owner, occupant or person who has been granted an exception under this subsection and fails to locate trash containers in the manner so stipulated.

Owners or occupants must locate trash containers in a manner that fully complies with both District requirements and applicable Ventura County Housing Code provisions. The Manager in his discretion may impose a surcharge or fine on any homeowner who repeatedly violates the provisions of this Section according to the following schedule:

First Offense	\$25.00
Second Offense	\$50.00
Third Offense	\$75.00
Each Add'l Offense	\$100.00

Prior to levying such surcharges, the District shall either personally deliver or mail at least (1) written notice, by regular first-class mail, to the owner or occupant, warning them of the levying of such a surcharge or fine in the event of future non-compliance.

Section 14. Unlawful Collection or Interference.

A. It shall be unlawful for any person other than an owner, occupant, Contractor or Contractor's employee's to:

(1) Interfere in any manner with any trash container or the contents thereof, or to place contents within or remove contents from any container without consent of the owner or occupant;

(2) Remove or disturb any “solid waste”, “green waste”, or recyclable materials” as defined herein from the place where the same has been placed for collection;

(3) Collect or haul away any “solid waste”, “green waste”, or “recyclable materials” as defined herein from the place where the same has been placed for collection;

(4) Transport any “solid waste”, “green waste”, or “recyclable materials” as defined herein from the place where the same has been placed for collection.

B. It shall be unlawful for any person, other than Contractor, or an independent contractor as specified herein, or an owner or occupant as specified in Section 6 herein, to remove or convey, or cause or permit to be removed or conveyed, any “solid waste”, “recyclable materials”, or “green waste” as defined herein upon or along any public sidewalk, highway, street, boulevard, court, way or alley within the District, or engage in the business of trash collection, removal and disposal within the District, including the collection and disposal of “solid waste”, “recyclable materials”, or “green waste” as defined herein.

C. It shall be unlawful for any person, other than Contractor, or an independent contractor as specified herein, or an owner or occupant as specified in Section 6 herein, to place, store, dispose, or deposit, or cause or permit to be placed, stored, disposed, or deposited, any “solid waste”, “recyclable materials”, or “green waste” as defined herein upon or along any public sidewalk, highway, street, boulevard, court, way or alley within the District, or engage in the business of trash collection, removal and disposal within the District, including the collection and disposal of “solid waste”, “recyclable materials”, or “green waste” as defined herein.

D. A violation of these provisions shall be a misdemeanor punishable by imprisonment in the county jail for no more than thirty (30) days, or by a fine of not more than Five Hundred Dollars (\$500.00), or by both such fine and imprisonment.

E. Where a District employee determines that a person is unlawfully collecting or interfering with the collection of solid waste or recyclables under these provisions, that employee may either notify the appropriate authorities or issue a warning to the offender on a form drafted and approved by the District. Such form will clearly notify the offender of the District’s authority, the nature of the offense, and the possibility of future criminal action.

Section 15. Receptacles to be Kept Clean.

Owners and occupants shall keep trash containers in a clean and sanitary condition.

Section 16. No Burning.

No person shall cause or permit the burning of refuse, garbage, trash or waste.

Section 17. Agreement Between District and Contractor.

Pursuant to California Public Resources Code Section 40059, District may enter into a contract with any person to provide trash collection and disposal services for real property within District in accordance with the provisions of this ordinance. Such contract may be terminated by District in the event of Contractor's noncompliance with the terms of this ordinance, rules and regulations adopted hereunder, or the contract.

Section 18. Contracts and Length of Term.

The actual number of trash collection contracts to be issued and outstanding at any time shall be in the sound legislative discretion of the Board of Directors of District, based upon the Board of Directors' assessment of District's needs and the public interest, safety, health and general welfare. The duration of any collection contract awarded by District shall not be longer than five years 62 months. District by contract may limit the area or customers within District which may be served by any Contractor. District may condition issuance of a Contractor's agreement or renewal of such agreement upon any terms, as it may deem desirable or necessary to protect the public interest.

Section 19. Public Hearing on Award or Renewal of Contract.

In awarding or renewing any agreement with a contractor, District shall review all applications and requests received from prospective contractors to supply trash collection service to District and the Board of Directors shall thereafter hold a public hearing at which the award, or renewal of an existing contract or contracts, shall be made. These provisions shall not be construed to require District to solicit applications, proposals, or bids from prospective contractors; all decisions regarding the procurement of contractor services shall be within the discretion of the Board of Directors.

Section 20. Conditions to be Included in Agreement with Contractor.

The following performance specifications to be followed by Contractor(s) shall be included, at least by reference, in agreements made by District with a contractor:

A. Office and Emergency Number. Contractor shall maintain an office readily accessible to owners and occupants and officials of District. The office shall remain open from 8 a.m. to 5 p.m. Monday through Friday, except on holidays. Contractor shall have a telephone number listed under its name in the local telephone directory. During non-office hours as specified herein, Contractor shall be available through said telephone number to provide emergency services.

B. Route Schedules. Contractor shall file with District a schedule and map showing its collection routes and the day or days on which each route is used. The collection schedule shall be subject to approval by the Manager and shall be maintained unless a change therein is approved in writing by the Manager not less than two (2) weeks prior to changes going into effect and public notice is given as provided in Section 23.

C. Equipment Specifications.

(1) Contractor shall provide metal-lined non-leaking trucks to be used in the collection, transportation and hauling of garbage or refuse, which trucks shall be securely covered and closed except during loading and unloading to limit odors and prevent flies and any insects from entering such trucks so far as practicable. Every such truck shall be cleansed daily and thoroughly disinfected at least once each week. Every such truck shall be loaded and driven to preclude the escape of any of its contents.

(2) Contractor's trucks shall carry, at all times, a broom and a shovel to be used for the immediate removal of any spilled material; one (1), five (5)-pound dry chemical fire extinguisher classified ABC multi-purpose; and an approved compound required to absorb and clean any liquid spills.

(3) Contractor's trucks shall have their firm or business name and telephone number painted in letters no less than three inches (3') in height on both sides of the truck.

(4) Contractor's trucks shall at all times be kept in a good and safe operating condition amid meet all equipment and mechanical operating requirements of state law, including but not limited to all requirements of the California Vehicle Code and the California Code of Regulations, as those requirements may apply to each such truck. All trucks are subject to inspection at any time by the Manager to ensure compliance with these requirements.

D. Collection of Trash.

(1) Contractor shall faithfully and regularly collect and remove all garbage and refuse properly left for collection by property owners or occupants in a prompt, thorough and workmanlike manner. After collecting trash from containers, Contractor shall return the container in an upright position where it was found. Contractor shall not place any container in the roadway portion of any street, nor on any public sidewalk to block the use of the sidewalk to pedestrians, or on private property other than that of the owner or occupant. Contractor shall not throw containers from its truck to the ground, nor cause other unnecessary noise during the collection process.

(2) Unless determined otherwise by the District, collection of trash by Contractor within District shall be confined to Monday through Friday between

the hours of 7 a.m. and 6 p.m. Contractor may make collections on Saturdays if a holiday occurs within the preceding six (6) days.

(3) If, in the judgment of the Manager, conditions warrant a temporary departure from the days amid hours of collection as determined by District, the Manager may authorize collection of trash on such days and during such hours as the Manager deems appropriate.

(4) To the extent reasonably possible, collection on each route shall commence at the same point, at the same time and follow the same route each time collections are made.

(5) Should any trash not be collected by Contractor from a property on a regular day of collection, Contractor shall attach a tag not less than three inches (3") by five inches (5') in size to the collection container amid shall state thereon the reason for its refusal to collect such trash. Contractor shall after each day's collections immediately advise District, in writing, of all such notices given by Contractor. Any routine overfilling of trash containers by an owner or occupant shall be reported to the District in a timely manner.

(6) Contractor shall immediately pick up and remove all trash or any other materials which have spilled or dropped on public or private property during its collection, transportation or disposal of trash. Any expense incurred by District in the pick-up, removal or disposal of any such spilled or dropped trash or any other materials shall be immediately paid by Contractor to District upon presentation by District to Contractor of a written statement of the expenses incurred in such clean up, or alternatively may be offset against the amount owed to Contractor by District in Contractor's next billing cycle.

(7) Contractor shall immediately notify the Manager, with submission of a written report following to the Manager within five (5) days thereafter, of any incident involving damage or potential damage to any person or property within District involving Contractor.

E. Complaints.

Contractors shall maintain a written record of all complaints received regarding Contractor's services, trash containers, or any aspect of Contractor's performance, including the name and address of the complaining party, a description of the complaint, the time the complaint was received, the action taken in response to the complaint amid the time the responsive action was taken. The record should be kept at Contractor's office and shall be available for inspection or duplication at all reasonable times by the District's representatives. Should any owner or occupant report to the Manager that a complaint has not been resolved to the complaining party's satisfaction, the Manager may require Contractor to present a detailed report outlining the nature of the complaint and remedies proposed or actions taken to resolve said complaint. If it is the opinion of the Manager that Contractor's remedies proposed amid actions taken are insufficient to

adequately resolve said complaint; the Manager may require Contractor to carry out an alternative remedy process intended to resolve the complaint. Said remedies shall be carried out at no cost whatever to District unless otherwise specified by the Manager.

F. Permits.

Contractor shall obtain and maintain in full force and affect all permits and licenses required by local, state or federal governmental agencies exercising jurisdiction over the trash collection and disposal services described herein. Contractor shall immediately notify District, in writing, of any proceeding or action to revoke or suspend, or which affects Contractor's permits or licenses. Contractor shall comply with all local, state and federal laws, regulations and ordinances pertaining to Contractor's trash collection and disposal operation.

G. Reports and Financial Information.

Contractor shall provide District such financial information concerning Contractor, and such periodic reports on its current collection services within District, as required by the trash collection services agreement between District and Contractor.

H. "Special Service" Collections.

Contractor shall provide special service collection for those discarded appliances and furniture items whose size, bulk, volume and/or composition places them outside of the typical trash collection and disposal process. These items shall include, for example, mattresses, chairs, couches, stoves, refrigerators and water heaters. Such collection service shall be available at the request of an owner or occupant and subject to District's approval. Charges for such service and collection of the charges shall be as follows:

Televisions	\$22.40each
Mattress or Box Springs	\$22.40each
(King-Sized) Mattress or Box Springs	\$22.40 each
Couch/Stuffed Chair	\$22.40 each
Stove (two burner)	\$22.40 each
Stove (four burner)	\$25.50 each
Water Heater (50-60 Gal)	\$25.50 each
Water Heater (80-100 Gal)	\$33.60 each
Sleeper Couch	\$33.60 each
Washer or Dryer	\$22.40 each
Miscellaneous trash bags (33 Gal)	\$2.00 each
Self-Haul Concrete (miscellaneous)	\$5.00 min
Full pickup truck load	\$15.00 each
Commercial bed design load	\$20.00 each
Dump truck or contractor load	\$30.00 each
Refrigerator (below 19cubic ft.)	\$35.00 each
Refrigerator (over 19 cubic ft.)	\$40.00 each

B. Contractor agrees to provide special services as defined in the Agreement for Service between CIBCSD and EJ Harrison and Sons at the contractor's sole expense.

Section 21. Insurance.

A. No contract shall be awarded nor shall Contractor operate a refuse or garbage truck within District until Contractor files with the District a valid, unexpired certificate of liability insurance, evidencing insurance coverage with the following minimum limits:

Bodily Injury:

\$3,000,000 each person

\$3,000,000 each accident

\$3,000,000 aggregate products

Property Damage:

\$3,000,000 each accident

\$3,000,000 aggregate operations

\$3,000,000 aggregate products

\$3,000,000 aggregate, contractual

B. Contractor's insurance policy or policies shall be in a form and with a licensed insurance company authorized to do business within the State of California acceptable to District. The insurance certificate shall provide that the insurance thereby evidenced shall not be canceled, allowed to lapse or expire, or reduced in amount during the term of any such collection contract, unless the District is given at least a thirty (30)-day notice in writing by the insurer prior to any such cancellation, lapse or expiration or reduction in coverage. A lapse of the minimum insurance required by this provision for any reason shall result in automatic termination of District's agreement with Contractor.

Section 22. Bonding Requirement.

Contractor shall be required to furnish a performance bond payable to District in an amount sufficient to guarantee Contractor's performance as specified in District's agreement with Contractor. The performance bond shall be conditioned on the faithful performance of the duties imposed by this ordinance amid by the terms of District's agreement with Contractor.

Section 23. Information to Residents.

Contractor at its expense shall distribute to all owners and occupants printed information amid instructions relating to collection routes and schedules, handling requirements for types of refuse, service rates, District notices and any other information relating to trash collection that District may require from time to time. In the event of route changes or changes in the days of collection, Contractor shall provide

occupants with at least two (2) weeks' notice. Contractor shall at its own expense, by written notice with postage prepaid and forwarded through the United States mail or by personal service, notify each occupant of the day or days of the week on which trash shall be collected if such represents a change from an existing schedule and if such change has been approved by the Manager. The notice shall contain the day or days of the week upon which collections will be made, the name, address and telephone number of Contractor and other information deemed necessary by the Manager. Said notice shall be posted in the mails or by personal service to each property served not less than two (2) weeks prior to the change of collection schedule. All such information, instructions and notices distributed or mailed by Contractor shall either be prepared by District or approved in advance by the Manager.

Section 24. Contract Limitations and Retained Rights and Powers of District.

Nothing in this ordinance shall be interpreted as limiting the retained rights and powers of District regarding regulating or providing trash collection service within District consistent with the provisions of California Government Code Section 61600 and Public Resources Code Section 40059. Each Contractor is put on notice and agrees by its execution of an agreement with District that among the various rights and powers of District, which the District may exercise, and which are not diminished or waived by the issuance of a collection contract, is District's right and power to:

- A. Repeal or amend the whole or any provision of this ordinance.
- B. Exclusively undertake all trash collection within District; or grant to, and contract with one or more persons for collection of trash within District.
- C. Require Contractor(s) to deposit refuse collected within District at a legal disposal site specified by District located outside District boundaries.
- D. Require Contractor(s) to collect and dispose of trash collected within District in a manner or according to methods prescribed by District.
- E. Establish specific routes within District for Contractor(s) and to limit a Contractor's operations within District to such routes.

Section 25. Trash Collection Rates.

A. The Board of Directors finds that the service rates indicated herein are for the purpose of: (1) meeting the contractual operating expenses of District's trash collection services Contractor, and (2) meeting District's general and administrative expenses in the administration and enforcement of District's trash collection and disposal ordinance, agreements and regulations.

B. Upon adoption of this ordinance by the Channel Islands Beach Community Services District Board of Directors, the following rates shall become effective July 15, 2019 at 12:01 a.m. and shall be subject to periodic adjustment by the

Board of Directors.

C.

(1) Residential and Commercial Standard Trash Collection Services: 64-gallon solid waste and 64 or 96 gallon recycle containers are included with standard service rates

1/Week Pick-Up Standard Service:	\$31.15/container/mo.
1/Week Walk-In Service:	\$49.57/container/mo.
2/Week Walk in Service:	\$99.14/container/mo.
Additional Empties (Barrels):	\$10.94/container

(2) Multi-Unit Residential Property and Commercial Property Collection Services (3 Yard Bin):

1/Week Pick-Up Bin Service:	\$173.84/bin/mo.
2/Week Pick-Up Bin Service:	\$267.98/bin/mo.
3/Week Pick-Up Bin Service:	\$344.40/bin/mo.
1 time additional empty:	\$71.47/bin/empty
Locks for Comm. Bins:	\$2.75

(3) Additional Barrels:

64 gallon Solid Waste:	\$16.11/container/mo.
64 or 96 gallon Recycle:	\$2.93/container/mo.
Additional Trash Walk In:	\$24.44/Container/mo.
Additional Recycle Walk In:	\$7.21/Container/Mo

(4) Temporary 3 cubic-yard bin:

(delivery, initial load and removal included)	\$104.87/bin
Additional Dumps: (each empty)	\$104.87/bin
Daily Rental Fee:	\$2.54/day after 7 days

(5) 20 or 40 Yard Cubic Yard Construction Bin Services:

20 or 40 Cubic Yard Construction Bin Service is available at the rates and fees stipulated in the agreement for Service between Channel Islands Beach Community Services District and EJ Harrison and Sons. Rates are subject to modification based on tipping, surcharge or other fee increases associated with the provision of service.

Section 26. Compensation of Contractors.

District shall levy and collect the service rates and charges on properties within District receiving service from Contractor. The Manager shall prepare monthly transaction reports listing those properties within District receiving trash collection services from Contractor. The terms of compensation to the Contractor shall be specified in the District's agreement with the Contractor.

Section 27. Billing of Charges.

A. All trash collection charges shall be billed by District. To the extent practicable, all such charges shall be billed by District in conjunction with its billings for water and sewer services. Charges for portions of a month shall be appropriately prorated. The owner or occupant of the affected property shall make payment of the charges within twenty (20) days of District's mailing of its billing statement.

B. In the event of past due payment of a billing statement, an owner or occupant shall be assessed a past due payment charge, or interest, or both, in accordance with procedures established by resolution adopted by the Board of Directors.

C. In the event of nonpayment of a billing statement, District may initiate proceedings to discontinue service to the affected property, or exercise whatever other remedies may be available to District pursuant to Government Code Section 61621 et seq. or other applicable laws.

D. Procedures to be utilized for initiation of trash collection services or resumption of interrupted service, including applications for service amid deposits to be held by District, shall be in accordance with a resolution adopted by the Board Directors.

Section 28. No Assignment or Transfer.

No Contractor shall assign or transfer its rights wider its contract with District to any other person without the advance written consent of the district.

Section 29. Termination of Contract.

In the event a Contractor violates any of the specific terms, conditions and requirements of its contract with District, or any provision of this ordinance or any other local, state or federal law, rule or regulation, either now in effect or hereafter enacted relating to the collection, transportation or disposal of trash, District may terminate its collection contract with Contractor.

Section 30. Abatement of Nuisances.

A. Pursuant to California Government Code Section 61623.4, the District may exercise the power of a fire protection district to abate public nuisances. The accumulation on property of trash or prohibited materials, including but not limited to weeds, rubbish, brush, any grass, hay, straw, vines, stubble, construction materials or debris, litter, hazardous materials, waste petroleum, or any flammable or combustible materials, such that the accumulation represents a threat to the public health or safety, shall be deemed a public nuisance and may be abated by the District pursuant to California Health and Safety Code Section 13879 utilizing the procedures set forth in Health and Safety Code Section 14875 et seq. The expenses of abatement shall be borne by the owners of the property on which the accumulation of materials constituting

a nuisance has occurred, in accordance with Health and Safety Code Section 14875 et seq.

B. If the Manager determines that a public nuisance exists as defined in subsection A., the Manager shall notify the occupant (and the owner of the affected property, if different from the occupant) of the existence of the nuisance and shall require the parties to abate or cause the nuisance to be abated within legal means as provided in this ordinance within ten (10) calendar days after receipt of such notice from the Manager. If the occupant or owner of the affected property does not abate or cause the nuisance to be abated within said ten (10)-day period, then the District shall follow the abatement procedures specified in Health and Safety Code Section 14875 et seq.

C. Inoperative, unlicensed, or unregistered vehicles which are considered abandoned vehicles pursuant to the County Abandoned Vehicle Abatement Ordinance shall not be permitted on any vacant property within the District and any accumulation of a vehicle or vehicles on any vacant property shall be deemed a public nuisance. The Manager shall document the make, model, color, license number and vehicle identification number of the abandoned vehicle and report same to the County of Ventura for removal.

Section 31. Exceptions for Practical Difficulty.

In all cases where the Manager finds that practical difficulty exists in complying with requirements of this ordinance as to the placing of refuse for collection, the Manager shall designate where and what manner such refuse shall be placed or kept for collection and the conditions under which it shall be collected.

Section 32. Repeal of Prior Ordinance.

District Ordinance No. 90 relating to trash collection and disposal is hereby repealed.

Section 33. Publication.

This ordinance shall be published once, upon its adoption, in a newspaper of general circulation within District's boundaries.

Section 34. Severability.

If any section, clause or portion of this ordinance is found to be invalid, then the validity of the remaining sections of the ordinance shall not be affected.

Section 35. Effective Date.

The trash collection rates specified in Section 25 of this ordinance shall be effective 30 days from date of adoption, and shall be subject to periodic adjustment by the Board of Directors.

Passed, approved and adopted this 11th day of June 2019 by following vote of the Board of Directors:

Ayes:

Nays:

Absent:

Kristina Brewer, President
Board of Directors

Attest:
Approved As To Form:

Akbar Alikhan, General Manager

John Mathews, District Counsel



Board of Directors:

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

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, May 14, 2019

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Summary of Strategic Planning Workshop
Item No. E-3

RECOMMENDATION:

1. Review and confirm proposed District Mission Statement
2. Review and confirm Broad District Goals
3. Review and confirm Short-term District Goals

FINANCIAL IMPACT: No financial impact from current action.

BACKGROUND:

At the February 9, 2019 Special Board Meeting, staff presented the results of a Board survey that asked for input in crafting the District's mission statement, broad goals, and short-term goals. Furthermore, the meeting included a Strategic Planning Workshop that would help staff navigate upcoming operation and community issues in the District.

The sections below summarize the feedback received and require Board approval for formal adoption.

DISCUSSION:

Mission Statement

The District's current Mission Statement reads as follows:

The Channel Islands Beach Community Services District is responsible for providing water distribution, sanitation, and refuse collection to the people of the District.

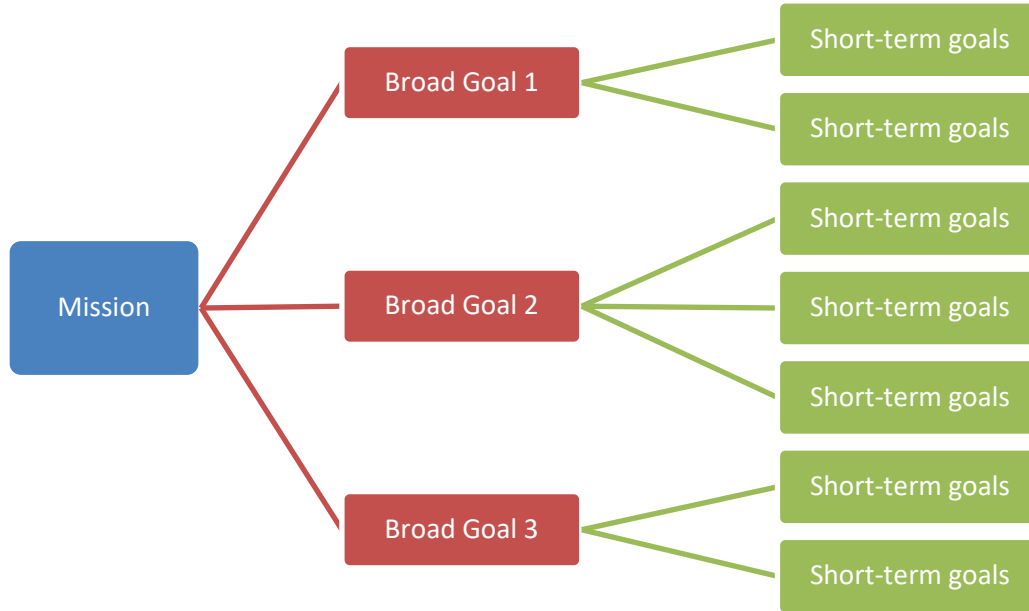
Boardmembers were asked to select three elements for crafting a new Mission Statement for the District. The proposed Mission Statement below incorporates the results of the survey responses as well as the qualitative feedback from the Strategic Planning Workshop.

To provide high quality utility services to its customers through exceptional responsiveness and by maintaining accountability to the Channel Islands Beach Community.

The action before the Board is to review and confirm the proposed Mission Statement.

Broad Goals

The Mission Statement is supported by Broad Goals. The Broad Goals are meant to be high level, spanning several years. In turn, the Broad Goals are supported by Short-Term goals that are more specific and actionable. The graphic below summarizes the relationship between the Mission Statement, Broad Goals, and Short-term Goals.



Through the survey questionnaire, staff presented the Board with several candidates for Broad Goals. The four goals shown below (no priority given) were the ones selected by the Board.

1. Provide high quality core services
2. Plan for and promote the need for reliable infrastructure
3. Maintain fiscal responsibility
4. Practice environmental stewardship and promote public health and safety.

The action before the Board is to review and confirm the proposed Broad Goals.

Short-Term Goals

To support the Broad Goals, staff asked for input from all Boardmembers. Below is the list of short-term goals provided by the Board that will help drive staff direction for the coming year(s).

1. Develop and foster modes of communication with the Harbor.
2. Develop a Social Media Policy and begin a Social Media Platform in order to aid in engagement of the community.
3. Continue to keep the Board informed of State Legislation that may affect the District.
4. Evaluate contracted functions that could potentially be performed by District Staff.
5. Plan the future of the District facility to best fit the needs of the Community and Staff.

The action before the Board is to review and confirm the proposed Broad Goals.

Items for Further Discussion

In addition to confirming the Mission Statement and goals, the Strategic Planning Workshop highlighted some items for further discussion at a later date.

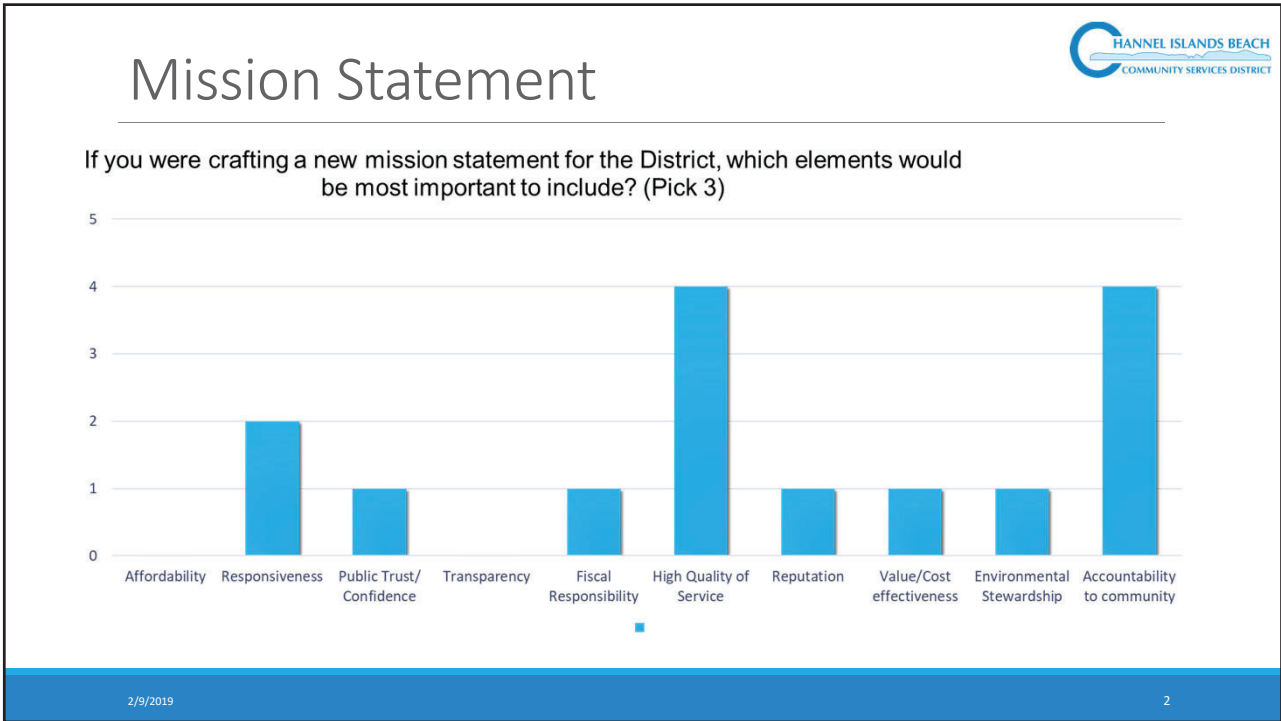
- Foster relationships with the County to see how the level of service provided to the District's residents can be improved with respect to sand removal and traffic.
- Explore the possibility of forming a Municipal Advisory Council, which would require presence from the County BOS office.
- Prepare the District for disasters, less for emergency response, but for more long-term recovery after a natural disaster.

Once confirmed, the Mission Statement and Goals will be included in the final draft of the FY 2019 – 2020 Budget. The District's goals will be brought before the Board on a regular basis to evaluate progress and make any necessary changes.

ATTACHMENT(S)

1. Strategic Planning Questionnaire Results

Review of Survey Responses



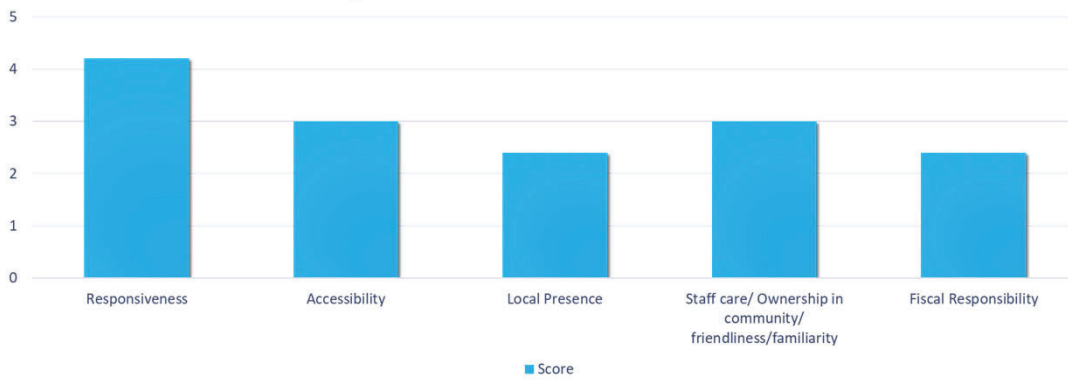
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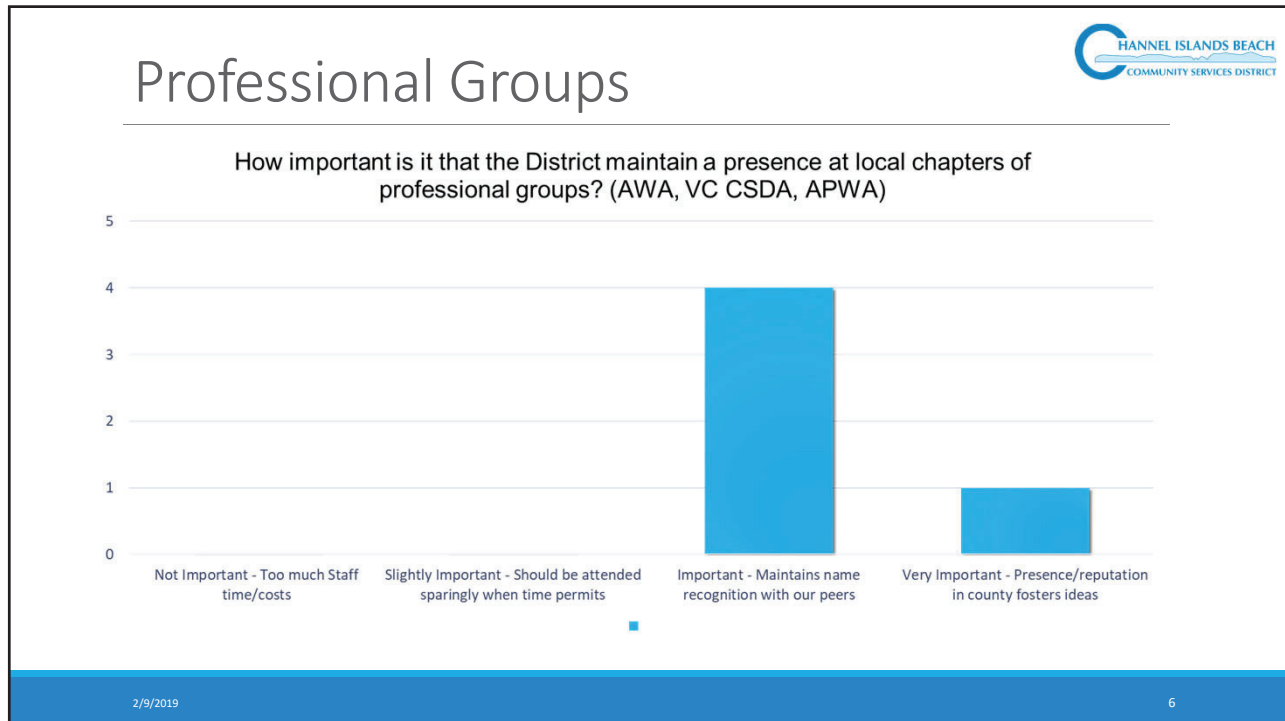
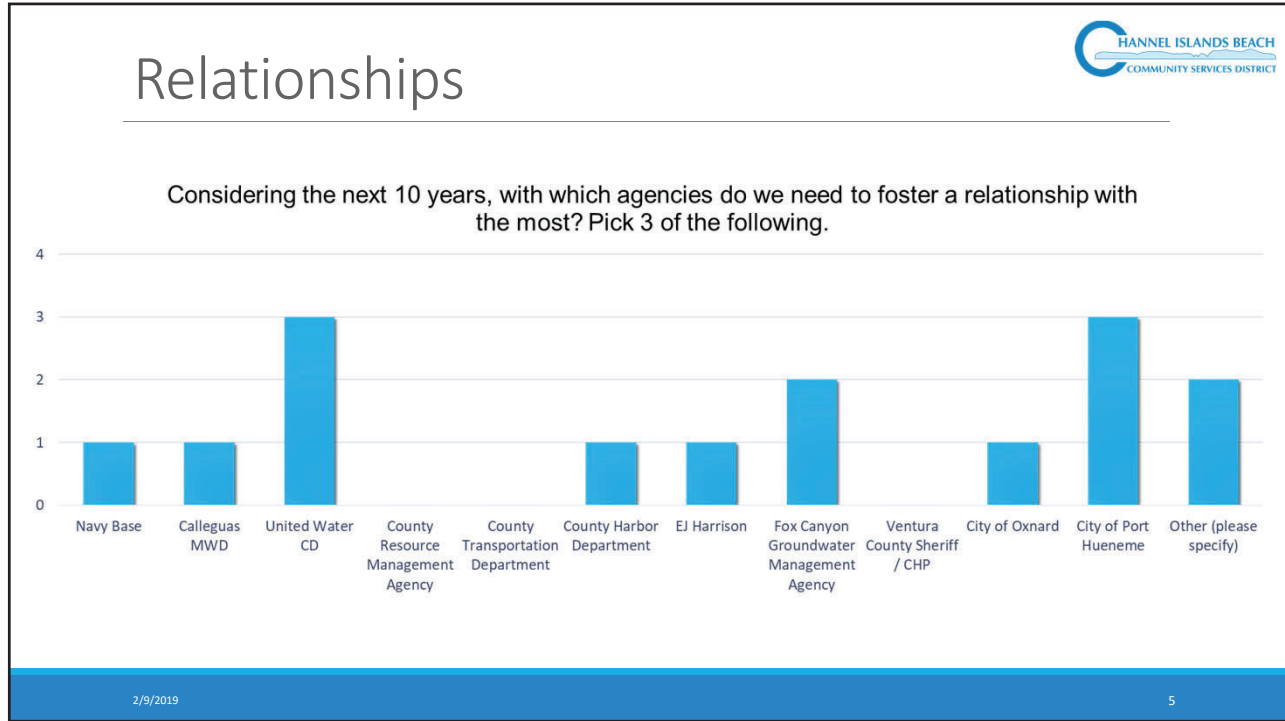
What does "Community Services District" mean to you?

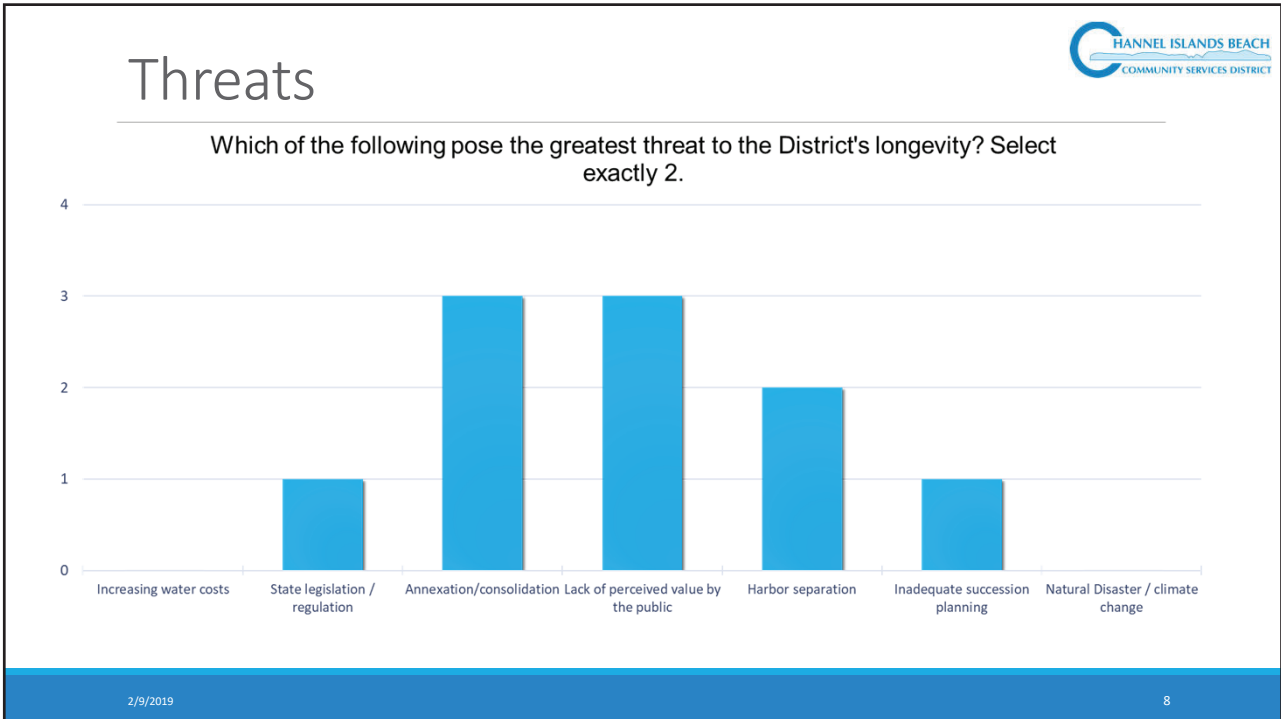
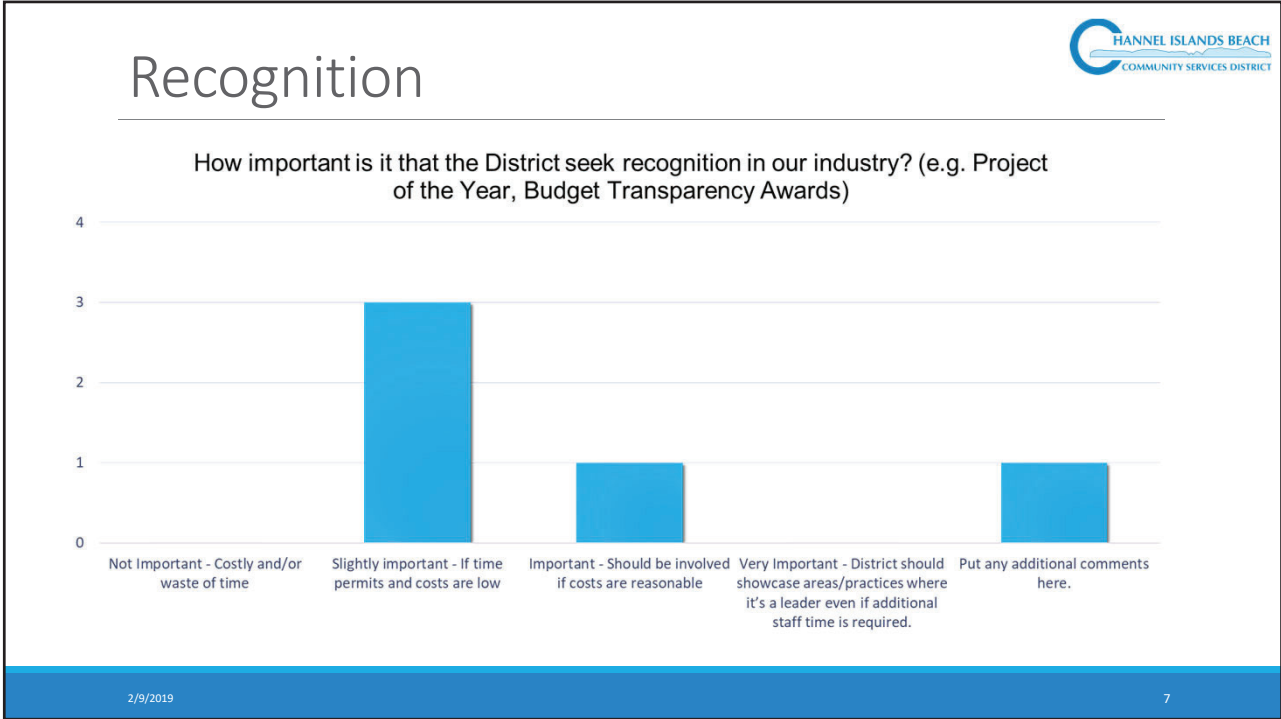



Unique Value

What unique additional value do we offer our residents?










Emergency Preparedness

What is the District's role?

- Recovery planning / having an emergency plan
- CERT member training and planning
- Incorporate disaster mitigation into redesign
- Prepare to be self-reliant for 3 days

2/9/2019 9



Public Safety

What is the District's role?

- Explore partnering w/ VC Sheriff and OPD in CCTV installations at key areas
- Continue to foster relationship with VCSO / CHP.
- Provide training and meeting space. Public will need to keep programs going.

2/9/2019 10

Traffic Safety



What is the District's role?

- Collaborate with County PWA
- High priority item
- Solve problems when possible and help find answers for constituents
- Formally request increased patrol presence and signage

2/9/2019

11

Technology



How can technology improve customer service?

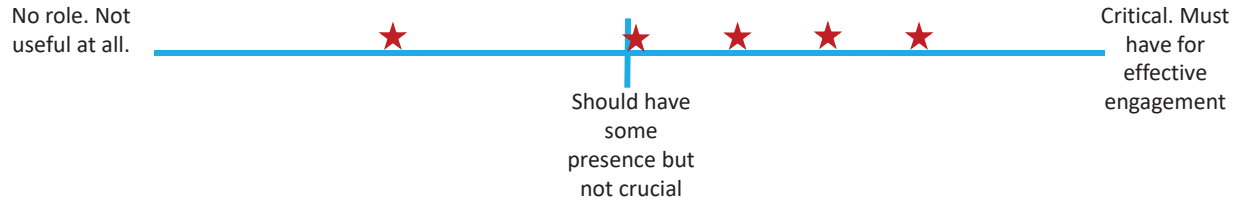
- Rapid response to known issues and outages are imperative.
- You have to have technology to keep up with the world
- Very important
- Recycling and conserving H2O
- We should implement where it makes sense and quantifiable benefits can be demonstrated , but I think we should be cautious of implementing technology for the sake of having the latest and greatest.

2/9/2019

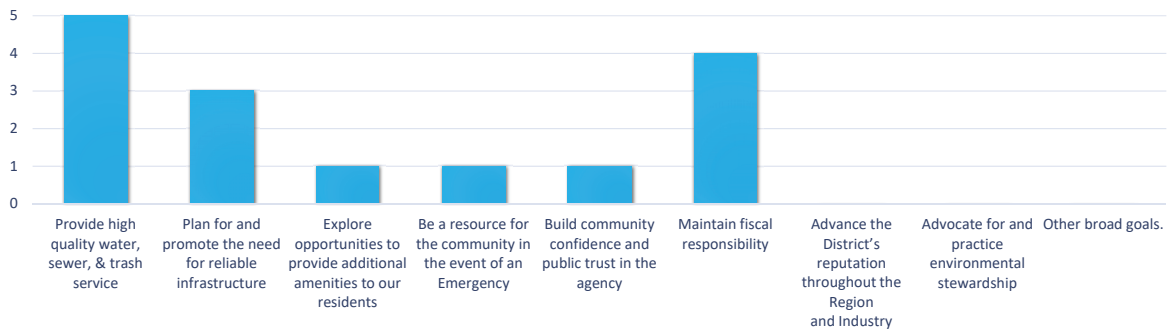
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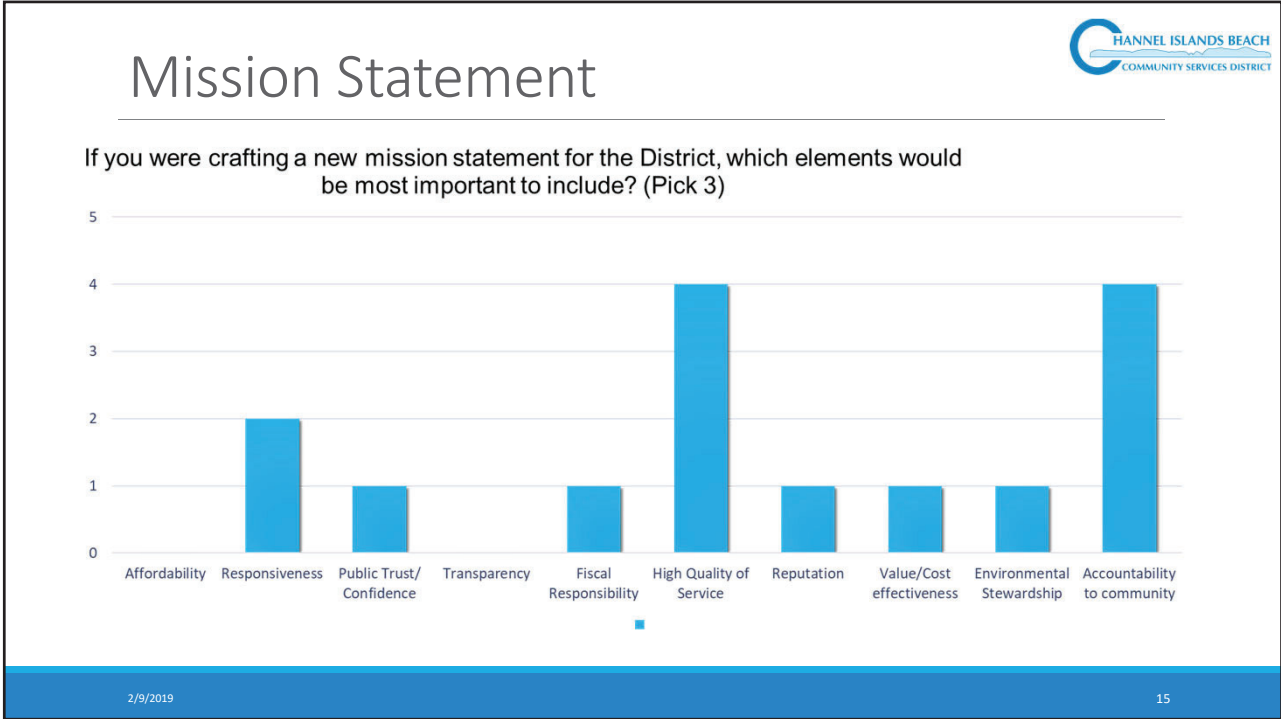
Social Media

How important is social media for effective community engagement?



Broad Goals







Board of Directors:

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Regular Board Meeting, May 14, 2019

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Agreement for Architectural Design Services
Item No. E-4

RECOMMENDATION:

1. Authorize General Manager to enter into agreement with Coastal Architects for architectural design services, not to exceed \$47,355.

FINANCIAL IMPACT: Costs have been programmed into Capital Improvement Budget – Building and Yard Redesign (CI 402)

BACKGROUND:

In February 2018, the District retained the services of Architects Orange (AO) to evaluate the District's existing facility, consult staff about future intended use of the property, and develop feasible concepts for any potential redesign. In May 2018, after developing six different site plans, AO provided the District with two feasible alternatives.

The first alternative included minimal expansion of the existing structure with significant remodeling of the interior space to meet current ADA and other code requirements. The second alternative included construction of a new structure on the western portion of the property that met the District's future needs and all ADA and code requirements.

At the February 12, 2019 Board Meeting, the Board directed staff to issue a request for proposals from qualified architects within Ventura County that have completed projects within coastal zones, which is the zoning designation for the District's headquarters. On March 8, 2019, staff issued the RFP and received three proposals from qualified firms by April 16.

DISCUSSION:

After review of the three proposals, staff recommends selection of Coastal Architects to complete the Conceptual Design Phase of the Building & Yard Redesign Project. Coastal Architect's fee of \$47,355 is \$9,000 higher than the lowest proposal and \$33,000 lower than the highest proposal. Coastal Architects has completed projects in Channel Islands Harbor such as the Paz Mar Apartments and the Marine Emporium. Further, Coastal Architects designed the County's Saticoy Corporation Yard, a public works facility that has some similarities to the District's proposed project. Lastly, Coastal Architect's proposal emphasized the importance of input gathering from local residents, which will be a key component of this phase of the project.

Attached for Board review is a scope of work and level of effort (LOE) from Coastal Architects to arrive at a final conceptual design. Once a conceptual design is complete, the District's entitlement processor, Elevated Entitlements, can begin the plan submittal process with County Resource Management Agency.

Broadly, the scope of work includes:

- Participation in the Facilities Committee meeting / Community Outreach Meeting
- Incorporating feedback from the meeting in a final concept design
- Providing architectural elements of the plan submittal to Elevated Entitlements
- Attendance at the County Board of Supervisors meeting

If approved, Coastal Architects would begin preparing for the Facilities Committee / Community meeting at a date to be determined. Final conceptual design would likely delivered to the District within two months after holding the Facilities Committee /Community meeting.

ATTACHMENT(S):

1. Proposal from Coastal Architects for Architectural Design Services
2. Fee schedule from Coastal Architects for Architectural Design Services



Coastal Architects, Inc
Architecture + Planning
505 South A Street, Suite 200
Oxnard, Ca 93030
T: 805-985-7654
F: 805-201-3023

April 16, 2019

Channel Islands Beach Community Services District

Via email transmittal

Re: **Headquarters Improvements**, 353 Santa Monica Drive, Oxnard, Ca 93035 - *Architectural Design & Limited CUP Planning Services*

Thank you for considering the team of [Coastal Architects](#) as your Architectural experts. We are very excited to be a part of this project and look forward to our involvement in creating a functional headquarter facility. We are very confident in our ability to meet and exceed your expectations based on our previous work experience.

Our understanding of the scope of this project consists of full architectural design services for a Conditional Use Permit (CUP) with the County of Ventura. As you may know, we have extensive experience with this process and in particular with the County of Ventura. As part of the CUP application we will need to address preliminary civil engineering to address off-site improvements, storm water mitigation and overall drainage as it relates to the surrounding area.

Our detailed scope of work outlined below are the typical services we provide in order to obtain an entitlement for your development. Please read the exclusions section as additional engineering reports and other information may be required by the County of Ventura but are not included in this proposal.

Our detailed Architectural Scope of Work for each phase will be as follows;

Project Management Services

Task 1: Overall project management, including supervision of in-house staff, planning and monitoring of contract budget and schedule and coordination with District and Consultant's project team.

Phase 1 – Conceptual / Schematic Design

Task 1: Research with the County agencies for code and zoning requirements within property location.

Task 2: Prepare CAD plans of existing property and site analysis showing a diagram of circulation and accessibility through the site and facility.

Task 3: Meet with clients to review scope of work, understand logistics of operations and detailed room and adjacency requirements.

- Task 4:** Prepare preliminary building and site plan studies with information gathered during Task 3 to maximize client objectives and requirements.
- Task 5:** Based on approved preliminary building plan, we will prepare 3D sketch showing a massing study for building and site information.
- Task 6:** Prepare schematic site plans, floor plans, exterior elevation with materials and colors and conceptual landscape plan as required for County of Ventura CUP application.
- Task 7:** Attend review meeting with client representatives to present concept illustrative plans discuss design approach.
- Task 8:** Prepare design revisions based on on-going discussion with client representatives.
- Task 9:** Attend Community Outreach Meeting
- Task 10:** Attend meeting with a County of Ventura Planning Staff for initial review of the project, agency requirements and determine direction for the next phase.

Phase 3 – Planning Package Application

- Task 1:** Prepare planning architectural level drawings based off of prior approved drawings developed during Phase 1. This will consist of final schematic design plans as noted above in addition to building area calculations, parking calculations, landscaping, and 3D massing model.
- Task 2:** Prepare preliminary landscape planting plan per County of Ventura requirements
- Task 3:** Prepare colored exterior renderings, color and materials board, photo board and 3D fly-through animation.
- Task 3:** Assist with completion of all applications and questionnaires as required by County of Ventura Planning Department
- Task 4:** Assist client with submission of Planning application to County of Ventura and provide overall architectural consultation and assistance as required to streamline process.
- Task 5:** Provide revisions and overall assistance with planning department requested modifications. Please note that this scope of work assumes reasonable plan check corrections and comments from the County of Ventura. Should the concept change or the County require wholesale site plan changes, we will request a change order for the additional, unanticipated work.
- Task 6:** Attend community workshop and other meetings as required for processing of application. (Note: We have including 5 planning meetings with local agency)

FEE

Our fee for the above scope of work is based on a percentage of construction cost which is roughly estimated at 1.3 million. Similar projects fees are between 6-8%. Our fee will be just under 6% of estimated construction costs and as follows;

- **Project Management: Included Below**
- **Phases 1: Fixed fee in the amount of \$ 27,500.00**
- **Phases 2: Fixed fee in the amount of \$ 19,860.00**

Fee Notes:

- 1 *In the event the scope of work changes for any reason, we will notify you early in the process of anticipated changes that may result in additional fees.*
- 2 *You will be billed monthly. Payment is due 10 days from the date on the invoice.*

- 3 *Reimbursement expenses - All outside costs, services, and expenses, including without limitation, blueprinting, deliveries, mailings, sign postings, etc. will be billed through us at a rate of cost plus fifteen percent (15%). Outside costs and expenses are not included in the fee.*
- 4 *Hourly rates to complete additional work or exclusion items are as follows;*
 - a *Architect: \$160*
 - b *Project Designer: \$130*
 - c *Project Manager: \$95*
 - d *Drafting: \$80*

Exclusions:

1. Structural, Mechanical, Electrical Engineering and Lighting Design services or drawings.
2. Civil engineering preliminary grading plan, utility plan, offsite improvement plan and final hydrology.
3. All matters relating to hazardous or toxic materials including mold, fungi, or other similar microbial conditions.
4. Revisions or changes to the designs, drawings, or other portions of the work requested by you or others beyond limits specified above.
5. Geotechnical services, soils study or reporting
6. Parking, Traffic or Acoustical studies.
7. Any re-design due to new soil parameters, contractor errors or client changes after approvals.
8. Services made necessary due to Client's decision to pursue variances to applicable codes and requirements.
9. Health Department plans or processing for modifications to food service areas.
10. Title 24 Energy and Envelope Calculations
11. Fire alarm or fire sprinkler design, calculations or drawings
12. Permit or Agency Fees
13. Signage Program

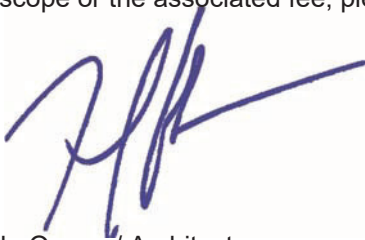
Assumptions & Special Requirements:

1. Owner/Client will provide accurate maps and/or plans setting forth the location of all property lines, buildings and structures and their components, subterranean structures and utilities. We will rely on the accuracy of documents acquired from you or your other consultants.
2. Design drawings incorporate all required California Building Code minimums. We assume that the existing building is capable of supporting the additional loads.
3. All instruments of service including but not limited to, reports, field samples and data, field notes, laboratory tests and data, drawings, specifications, calculations, estimates, and other documents prepared by us or our consultants in connection with the project are, and shall remain our property.

The proposal described in this letter will expire 30 days from the date of this letter. If this proposal meets with your approval we will prepare an authorization letter with signature blocks for all parties. This letter and proposal will then constitute an Agreement between us for the performance of the work.

Thank you for the opportunity to present this proposal for your consideration. If you should have any questions about our scope or the associated fee, please contact us at your earliest convenience.

Sincerely,



Jeff B Zook, Owner / Architect

I acknowledge having read this letter and the proposal contained therein and agrees to its terms and conditions.

I hereby authorize you to commence work on this project.

Date _____

By _____

Title _____

Enclosure: General Conditions

Response to:

Request for Proposal

ARCHITECTURAL SERVICES FOR HEADQUARTERS IMPROVEMENTS

Prepared for:

Channel Islands Beach Community
Services District
353 Santa Monica Drive
Oxnard, Ca 93035



Coastal Architects, Inc
Jeffrey B Zook, C27561
www.Coastalarch.com

Main Office:
505 South A Street, Suite 200
Oxnard, Ca 93030

Tel: 805-985-7654
Fax: 805-201-3023

SECTION 1



Project Approach

Community Outreach Meeting

Coastal Architects is extremely active in our community, and it all starts there. Being able to speak to affected and concerned community members on their terms is an important skill that we bring to the table.

Our goals for a community outreach program are to engage the local community and educate them on the purpose and objective of the proposed development.

The first step is to gather accurate and relevant data about the community so that we have a clear understanding of their needs. We will accomplish this in the following manner;

1. Obtain data from agency on the target audience and active community members
2. Be involved in local micro community
3. Prepare community survey via electronic mail.
4. Talk to people.

During community outreach meeting we will, at a minimum, address the following;

1. Prepare a well-crafted message to the community based off information received and analysis completed in initial stage noted above.
2. Ask question of the target audience;
 - a. Is this an actual need of the community. If so, how will this project enhance the community?
 - b. How will development affect environmental factors such as noise, views, pollution?
 - c. Will traffic patterns or frequencies change?
 - d. Is the architectural design reflective of the neighborhood?
 - e. What impacts will a service yard in a residential area create?

The community outreach meeting is not a sales pitch or marketing attempt. We will be engaging with the target audience so that they can clearly connect with the proposed project and act to support it.

Additional outreach channels for getting our message out may include the following tools;

1. Social Media platforms
2. Traditional media, local newspapers or direct mail
3. Animated videos of proposed development

Updated / Improving Existing Concepts

We will evaluate the original architectural program to determine if all needs are addressed and met in the original design. We will be incorporating comments from the community outreach meeting. During initial meeting with Task force and staff we will determine if additions or changes to the architectural program need to be made. The final architectural program will be used to develop and enhance the concept.

In particular, we will look at traffic patterns and turning radius between office user vehicles and maintenance vehicles and accessories. We will determine if the separation of related uses and users is appropriate with correct adjacencies and continuations. Perimeter treatments are very important due to the existing surrounding land uses and we will be reviewing appropriate alternatives.

Revised and updated design concepts will be generated using both CAD and Modeling software. We will be developing a 3D model of the entire facility and use this to clearly communicate the design intent.

CUP Application Support

We have extensive experience in working directly with County of Ventura Planning staff on very complicate projects. Our approach during this application process will be to offer immediate responses to project team as needed, we are local and will respond immediately. We will assist in providing justification for the proposed development and detailed analysis as required. We will meet with agency staff to present project and the technical aspects of the design. Assist CUP team with detailed project description and development analysis including building coverage, site area, setbacks, landscaping areas, paving areas, parking analysis as well as other environmental factors.

SECTION 2

Firm Qualification and Experience

Firm Introduction

Coastal Architects, Inc (CA) is pleased to provide the Channel Islands Beach Community Services District our qualifications to provide Professional Architectural Design Services. As a multi-discipline team, CA provides architectural, structural, mechanical, electrical and plumbing engineering services to various institutions, governments, industrial facilities, retailers, food-service and housing developers. CA acts as the prime project manager with additional resources for full security and surveillance, civil engineering, acoustical engineering, geotechnical engineering, etc if needed.

Since 2005, CA has demonstrated the ability and talent for meeting the special needs of governmental and private entities. CA has earned an enviable reputation for architectural excellence. CA is a small business certified (Ref# 49746) corporation. We are a proud member of USGBC and have LEED Accredited Professionals who promote green building systems to enable environmentally responsible, healthy and productive facilities that improve the occupants' quality of life. In addition, we are an accredited business with the Better Business Bureau and recent received the Small Business of the Year award from the Oxnard Chamber of Commerce.

As your selected Architectural Team, we will furnish all expertise, labor and resources for complete design and/or construction period services for your projects. We have extensive experience in the requirements and interpretation of the California Building Codes and the Uniform Federal Accessibility Standards. CA has the expertise for new construction and modernization projects including design, construction documents (drawings and specifications), estimating, scheduling, value engineering, peer review, multi-discipline coordination and construction administration. Our project approach revolves around the Whole Building Design Method in which stakeholders and designers are integrated as a team from the very beginning of the project.

CUP with Ventura County, Coastal Zone, Public Agencies, Similar Projects

(See attached project profile sheets)

County of Ventura, Maintenance Operations and Public Works Facility

Jeffrey Zook was Architect of Record on this significant 20+ acre relocation project between a private developer and the County of Ventura. Project consisted of the design and construction of main facilities for Fleet Services, Public Works, Road Maintenance, Flood Control, Fueling and several other services. This project was awarded the Public Works project of the year. See attached project profile.

Hampton Inn Renovation and Expansion Project

Local planning with coastal development modification permit. Involved community and stakeholders.

Saticoy Commercial Bakery

County Planning, CUP application with Zone Change.

Turtle Conservancy

County Planning, CUP application, Lot Line Adjustments, Grading & Surveying, Septic System Design, 15+ acre national recognize facility

Boy Scouts of America, Ventura County Council, Camp 3 Falls Shower house

County Planning, County Fire, CUP application.

County of Ventura Fire Protection District

Multiple projects located at Fleet Services, Warehouse Distribution, Wildlands Division Headquarters.

Team Qualifications

WHY ARE WE QUALIFIED?

The services requested in the Request for Proposal are as follows ;

- Conceptual Design & Planning
- A Durable model for sustainable design.
- A positive design scheme that reflects the Client's and stakeholders desired expression.

We are the most qualified firm because of ;

- Our current and on-going projects within Ventura County.
- Registered Small Business with the State of California.
- We are a LEED Certified company.
- Our localized team, an ability to respond timely on ALL issues.
- Our commitment to our community to provide and maintain quality architecture that supports it's owner and it's visitors.

In addition to the main coastal projects listed below, our list of relevant projects on the following pages exemplifies the standard of care and quality we give every project.

- Centerpoint Mall – Oxnard
- Seaboard Industries - Oxnard
- Ventura County Corporation Yard - Ventura
- Marine Emporium Landing - C.I. Harbor
- Ventura Regional Sanitary District – Oxnard
- Oxnard Industrial Art Lofts– Oxnard
- Ventura County Fair Ground - Ventura
- Ventura County Wild Lands Fire Department - Oxnard
- Irwin Industries - Oxnard

We are a team of successful designers, planners and architects.

RELEVANT SERVICES OFFERED

Architecture and Planning:

- Master Site Planning and Design
- Planting and Hardscape Design
- Lighting and Photometric Studies
- Signage Design
- Construction Documents
- Site Engineering

Community Development:

- Urban Design Planning
- Redevelopment and Renewal Plans
- Downtown Revitalization Program

Recreation Planning:

- Park Planning and Design
- Water Features and Pool Design

Resource Planning:

- Water Conservation Programing
- Natural Resource Management Planning
- Restoration Planning
- Safety and Security Planning and Design



“..reputation for consistently providing clients with Innovative, quality designs...on time and within budget”

QUALIFICATIONS



RELEVANT EXPERIENCE

Over the last 15 years, Coastal Architects and its' team of engineering and specialty consultants have successfully performed on a variety of project types. Many projects have the same characteristics of those proposed by the City of Oxnard; smaller in size but with strict budget and timeline constraints. We have provided an extensive list below of both large and small project experiences;

Commercial & Office Facilities:

- Oxnard Industrial Art Lofts, Oxnard
Zone change, New Use implemented into zoning ordinance
- Carsmetics Auto Body and Repair Facilities
Anaheim, Ca
Orange, Ca
Costa Mesa, Ca
Lake Forest, Ca
- Del Norte Produce Distribution & Refrigeration Facility
- Downtown Oxnard Façade Program—Multiple exterior façade improvement projects
- Ventura County Behavioral Health Offices

Retail Facilities:

- Centerpoint Mall Redevelopment-Oxnard Center Co.
Master Planning processing,
Signage program,
Multiple new buildings
Multiple Retail Storefronts
- DOW Center
Master Planning processing,
Signage program,
Multiple new buildings

Hospitality / Housing Projects:

- Hampton Inn, Oxnard
90 key Hotel Renovation
- Vista Urbana
156 Affordable Apartments
RiverPark Development
- Paz Mar Apartments
350 unit Apartment renovation, Oxnard
- Colonial House, Oxnard
A Mixed Use of 44 Unit Residential and 16K sf Commercial

Planning Projects:

- 50 acre Sportivo Entrada Sports Park Complex
- 25 Unit Sr. Housing, HOME Corp, Oxnard
- 60 acre Pfeiler Master Plan, John Laing Homes
(While employed with another firm)
- 55 acre Solid Development, John Laing Homes
(While employed with another firm)
- 40 unit Mixed -Use , C.I. Harbor Dist, Oxnard
- 6 acre RV Park and Landing Facilities, C.I. Harbor Dist.

Government Facilities:

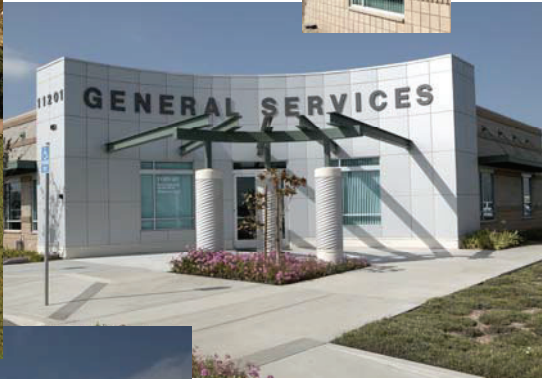
- NOAA Administration office
- County of Ventura Fire District, Latigo Station
(While employed with another firm)
- County of Ventura, Saticoy Operations Yard
Extensive Public Works Facility consisting of Fleet Services, Roads, General Services Agencies
(While employed with another firm)
- Ventura County Medical Center, Oxnard
- Ventura County Fair Ground, Ventura
Youth Services Offices
- Channel Islands Harbor
Entrance & Signage Studies
Accessibility Compliance Documents

We also have extensive experience in food service facilities, including commissaries and full-service restaurants.



Project Examples

Ventura County Corporation Yard - Saticoy, CA



Project Description

Working with the county departments to create a program and design a layout that suites the needs. We created this 22 acre facility consisting of

- Police service and maintenance,
- Flood Control equipment
- Fleet Parking
- Dry supply Storage
- gas station
- Public Work Facilities
- On-Site Detention basin



Project Examples

County of Ventura Fire Dept. Support Facilities– Oxnard, CA



Project Description

The County of Ventura's existing Fire Departments equipment yard required additional support building to be programmed into their 4-acre site. Due to the complexity of this project, multiple department of the City of Oxnard and the County were contacted for approvals. The facility was required to comply with Caltrans/ Rice Ave. overlay and design requirements.

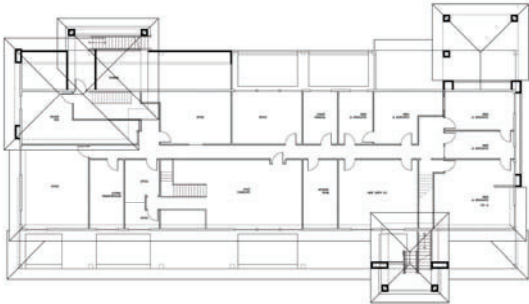
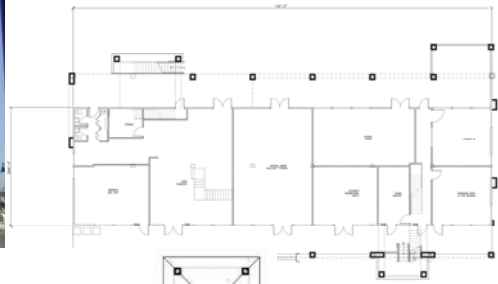
Three buildings were developed completing this complex as well as other components:

- Existing building renovation of the Administration / Truck Service Bay Building.
- 12,000 s.f. Warehouse/ distribution facility and shipping offices.
- 8,000 s.f. Administration and Training facility for the Wild Lands Firefighting Department.
- Fuel island.
- Fire testing facility.



Project Examples

Marine Emporium – Channel Islands Harbor - Oxnard, CA



Project Description

Marine Emporium has been under going a major renovation and addition over the past few. Coastal Architects has been successful on participating with the construction team on helping create the design and consistency of the over all project. In particular is the existing Emporium office building Renovation.

This two-story building renovation consists of new stair enclosures, roof canopy extensions, pedestri-an colonnade and upgraded window elements. The old 1970 look has been completely changed to match the new style of the completely hierarchy.



Project Examples

Waterfront Harbor Study—Channel Islands Harbor



Project Description

We were commissioned to prepare a waterfront study within the Channel Islands Harbor for a lease holder with shared access to other existing park amenities. Design included a pedestrian waterfront link, boardwalk, slip extension for recreational use, large boat docking, visitor viewing platform and retail/restaurant food court area. Improved design allowed pedestrian access circulation around the existing launch ramp and created an out-door theater and boater cove landing. The project was also to create a visitor destination and have access to existing public parking adjacent the site.



QUALIFICATIONS



References

Harbor Hospitality:

Steve Buenger
Marine Emporium Landing
3600 S. Harbor Blvd
Oxnard CA 93035
805-985-5828

Oxnard Center Company:

Pat Farrell
Facilities Director
CenterPoint Mall
805-377-1180

County of Ventura:

Steve Williams
Real Estate Services Division
805-654-2026

Pacific View Ventura:

Gary Alexander
Operations Manager
Pacific View Shopping Center
805-642-0605

City of Oxnard:

Mayor Tim Flynn,
Rob Roshanian,
Jeff Pengilley,
Steve Newman
805-385-7858

**Economic Development Corporation
Of Oxnard:**

Steve Kinney, Director
400 E. Esplanade Drive, Suite 301
Oxnard, CA 93036
805-7444

MGA Development & Eng:

Ernie Mansi, President
300 Esplanade Drive, Ste 430
Oxnard CA 93036
805-988-4114

Channel Islands Harbor District :

Marilyn Miller, Director Of
Planning
3900 Pelican Way, L#5200
Oxnard CA 93035-4367
805-382-3015

Pacific Corinthian Yacht Club :

Jim Henry
2600 South Harbor Blvd.
Oxnard CA 93035
805-512-0807

River Ridge Golf Club:

Otto Kenny
2401 W. Vineyard Ave.
Oxnard, CA 93036
805-983-4653

Gary Girard:

Gary Girard
General Contractor
818-438-3349

Re/max Gold Coast Realtors:

Tom Conway, Broker, CRS
2600 South Harbor Blvd.
Oxnard CA 93035
805-662-2266

McCarthy Construction :

Pat McCarthy
Sarah McCarthy
633 E. Ventura Blvd.
Oxnard CA 93036
805-485-4646

GRD Construction :

Garry Oswald
2340 Palma Drive, Suite 200
Ventura, CA 93003
805-644-2404

Staples Construction :

David Staples
1501 Eastman Ave.
Ventura, CA 93003
805-658-8786

Oxnard Convention & Visitors Bureau

Janet S. Sederquist
President/CEO
1000 Town Center Drive, Suite 130
Oxnard, CA 93036
(805) 385-7545



SECTION 3

Project Team

(See attached resumes of principals)

QUALIFICATIONS



Staff Resumes

Jeffrey B. Zook, PRINCIPAL ARCHITECT

Title:

Partner

Education:

California Polytechnic State University
San Luis Obispo
Bachelor of Architecture [1994]

Professional Registrations:

Registered Architect, State of California [C-27561]

Coastal Architect

505 South A Street, Ste 200
Oxnard, CA 93030
jeff@coastalarch.com

Professional Experience:

Jeff Zook has over sixteen years of experience providing well-planned, well-designed and cost efficient facilities. Jeff possesses a strong knowledge of architectural programming with a specialty in understanding the needs of the users and how they will interact with the facility.

Jeff will be the principal architect in charge of the design and production team for your project. He will be responsible for coordinating the various architectural team members and engineering consultants to generate a cost effective solution for your complex project.

His design experience includes a variety of projects including high-density residential, commercial, industrial, hospitality, and governmental buildings. His wide array of project experience allows him to pull together various elements from other project types and apply them to this project.

His technical expertise allows for extremely detailed and thoughtful work products which minimize construction RFI and change orders.

Professional Affiliations:

American Institute of Architects, Ventura County, Board of Directors 1999-2003
American Institute of Architects, Ventura County, President 2003
City of Oxnard Design Advisory Committee (DAC) Architect 2002-2005, 2008-2010 [alternate]
United States Green Building Council member

Community Involvement:

Boys & Girls Club of Greater Oxnard & Port Hueneme;
Executive Directors and Board Member, 2006–Present
Boy Scouts of America; Active youth leader, 2007–Present



QUALIFICATIONS



Staff Resumes

MICHAEL SANCHEZ, PRINCIPAL PLANNER

Title:

Partner

Education:

The Southern California Institute
of Architecture (SCI-ARC)

Santa Monica, CA

Bachelor of Art in Architecture, 1988

Coastal Architect

505 South A Street, Ste 200

Oxnard, CA 93030

mike@coastalarch.com

Professional Experience:

Prior to establishing himself in Ventura County, Mike's education and training led him to study in colleges such as the University of Notre Dame in Rome, Italy and SCI-ARC's Design Institute in Switzerland. With this background, Mike's design, master planning and marketing talents have been utilized on varied projects nationwide and with other firms for the past 30 years.

Mr. Sanchez's offers a broad range of expertise ranging from the preparation of initial programming and design concepts to projects team management and client services. He has a great appreciation for the people he collaborates with, whether it's our staff, consulting team members, or the education and civic leaders we serve. His diversified commercial project experience includes industrial facilities, commercial centers, medical facilities and religious facilities. His background includes large-scale master-plan projects throughout California, Florida, Tennessee, New Jersey, and New Mexico. His projects have even been recognized and blessed by the Pope in Rome.

His design capabilities have allowed his projects to be selected in numerous architecture/design service competitions. Many of the designs have won Local City and National Achievement Awards of Excellence for Housing and Community Development. These and other designs have also been published in many magazines and books.

Professional Affiliations:

League of California Cities
American Planning Association
The Urban Land Institute
AutoCAD User Group International

Community Involvement:

City of Oxnard, Planning Commission-Chairman , 2005-2010
Oxnard Convention & Visitors Bureau, Board of Director 2007-present
Marina West Modernization Committee Chairman
City of Oxnard - Design Advisory Committee member (DAC)



SECTION 4

Project Schedule

Interview and Selection	:	April 26, 2019
Team Meeting	:	Within 10 business days of award
Architectural Program	:	7 days after Team meeting
Commence Community Outreach	:	After Architectural program approved
Architectural Concepts (30%) Site Plan Floor Plans Elevations 3D Modeling	:	3 - 4 weeks after Architectural Program approved
Architectural Concept Meeting	:	At time of submittal of 30% package
Community Workshop	:	June 19, 2019
Architectural Concepts (60%) Site Plan Floor Plans Elevations 3D Modeling	:	2 - 3 weeks after 30% Review meeting
Architectural Concept Meeting	:	At time of submittal of 60% package
Prepare / Submit Final CUP Exhibits	:	2 Weeks after 60% approval

SECTION 5

Contract Review

No comments

LABOR HOURS BREAKDOWN							
	Proposed Fee	Managing Architect	Lead Designer	Sr. Project Manager	Staff	Labor Hours	Labor Costs
	(not specified)	\$160/hour	\$100/hour	\$95/hour	\$80/hour		
Project Management Services							
Task 1 - Overall project Management		16	8	20		44	\$5,500.00
Sub-Total : Management (thruout other phases)							\$5,500.00
Phase 1 – Conceptual / Schematic Design 27,500.00							
Task 1: Research with the County agencies		2		8		10	\$1,080.00
Task 2: Prepare Digital Drawings (CAD plans)			8	24		32	\$3,320.00
Task 3: Meet, review scope of work		3		3		6	\$765.00
Task 4: Preliminary plan studies		8	4	2		14	\$1,990.00
Task 5: 3-D prelim drawings		2		4	24	30	\$2,620.00
Task 6: Schematic Design		4	8	12	32	56	\$5,380.00
Task 7: Meeting and review		4		4		8	\$1,020.00
Task 8: Revisions		4		24	32	60	\$5,480.00
Task 9: Community Outreach Meeting		4		4		8	\$1,020.00
Task 10: Meeting with a County of Ventura Planning		4		4		8	\$1,020.00
Sub-Total : Phase 1							\$23,695.00
Phase 2 – Planning Package Application 19,860.00							
Task 1: Architectural Drawings		16	4	20	48	88	\$8,820.00
Task 2: Landscape Drawings			8	2	16	26	\$2,510.00
Task 3: Applications and questionnaires		2		4		6	\$700.00
Task 4: Submittal to Planning		2		2		4	\$510.00
Task 5: Revisions		4	4	16	24	48	\$4,600.00
Task 6: Community workshop and meetings		4		4		8	\$1,020.00
Sub-Total : Phase 2							\$18,160.00
OVERALL TOTAL							\$47,355.00



Board of Directors:

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JARED BOUCHARD, Director
SEAN DEBLEY, Director

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, May 14, 2019

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Transition to Monthly Billing Schedule
Item No. E-5

RECOMMENDATION:

1. Authorize General Manager to edit District's billing period policies.

FINANCIAL IMPACT: Estimated \$10,000 reduction in rate revenues to Water Enterprise due to less Tier 2 and Tier 3 billed consumption. Reduction in late payment revenue if late fees are waived. Additional costs for postage and mailing of bills for transition month.

BACKGROUND:

In December 2018, the District completed the residential portion of the Smart Meter Deployment Project (CI 401). Operations staff is substantially completed with the installation of larger commercial meters as well. To date, 1,810 meters have been installed with a connectivity rate of 99.3%. Staff time spent on meter reading activities have been largely eliminated.

The District's billing cycle runs approximately 30 days from mid-month to mid-month. For example, a bill issued at the end of May would cover utilities used from April 15th to May 15th. Historically, the mid-month billing cycle has been in place to allow staff time to read meters, enter, and record data. With the completion of the Smart Meter Project and the reduction in meter reading time, the District would be able to transition to a true monthly billing cycle – with the billing cycle beginning on the 1st of every month.

Transitioning to a true monthly billing cycle would provide the following benefits:

- Enhanced customer understanding of the billing period for the billing being issued
- Alignment of dates in reports produced by Billing System and Beacon Platform (smart meter interface)

DISCUSSION:

At the February 12, 2019 Finance Committee Meeting, staff presented with two primary options for executing a transition to a monthly billing period. The first option was a gradual transition over the course of 6-8 months where the billing cycle would shift by a couple days each month until the billing cycle began on the 1st of the month. The Finance Committee felt this option could create customer confusion and require a lot of staff time to execute.

The second option presented was to make a one-time transition by issuing two bills to each customer in the same month. For example, customers would receive a bill for mid-month to mid-month usage (as is currently done), and then receive a second bill for mid-month to end-month usage. The following month's billing period would then begin on the 1st of the month. The Finance Committee preferred this approach because it would be easier to communicate the plan to customers and require less staff time to execute.

Under this option, two bills would be generated over the course of 30-day period, thus bifurcating usage that would otherwise fall into higher tiers. Effectively, water consumption that would likely have been billed a Tier 2 or Tier 3 rate during a normal billing cycle, would be billed at the Tier 1 rate during the transition month. Furthermore, there may be a reduction in late payment revenue if the District opts to forego collection of late fees during the billing cycle transition. Finally, the District would incur costs for a second bill issuance during the transition month.

Staff recommends executing the transition in the October to December 2019 timeframe, once summer water usage trends have subsided. If approved, staff would begin developing communication pieces in the way of bill inserts and additions to the website to notify customers of the planned billing cycle transition.