



Board of Directors:

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

PETER MARTINEZ
General Manager

353 Santa Monica Drive · Channel Islands Beach, CA · 93035-4473 · (805) 985-6021 · FAX (805) 985-7156
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BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

NOTICE IS HEREBY GIVEN that the Board of Directors of the Channel Islands Beach Community Services District will hold a Regular Board Meeting beginning at 6:00 P.M. on Tuesday, May 11, 2021. In accordance with the Governor's Executive Order N-29-20 and the Ventura County Stay Well at Home Order resulting from the novel Coronavirus the Meeting will be held virtually using the Microsoft Teams platform.

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 213-282-9788](tel:+12132829788), [573224254#](tel:+1573224254) United States, Los Angeles

Phone Conference ID: 573 224 254#

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 2021

3. Minutes:
 - a. April 13, 2021 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.	00000243	\$14.70	\$37.22	\$51.92
b.	05080-01	\$0.64	\$24.55	\$25.19
				\$77.11

D. SPECIAL PRESENTATION: KEVIN KOHAN

1. Kevin Kohan will provide a verbal update on the Conditional Use Permit application with the County of Ventura for the future Building and Yard Improvement Project.

E. OPERATIONS REPORT:

F. ACTION CALENDAR:

1. Budget Workshop: Review of FY 2021-2022 Preliminary Budget

Recommendation:

- 1) Review and comment on proposed FY 2021-2022 Operating and Capital Budgets

G. INFORMATION CALENDAR:

1. Extension of March 31, 2020 Emergency Declaration and Orders of the Channel Islands Beach Community Services District Board of Directors Related to the 2020 COVID-19 Outbreak

2. Teaman, Ramirez & Smith, Inc. Audit Engagement Letter

3. Report from Board Members of any meeting or conference where compensation was received.

H. BOARD MEMBER COMMENTS:

I. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

AGENDA POSTING CERTIFICATION

This agenda was posted Thursday, May 6, 2021 by 5:00 PM. The agenda is posted at the District Office and two public notice bulletin boards, which are accessible 24 hours per day. The locations include:

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

Agendas are also posted on the District's website at www.cibcsd.com.

Peter Martinez
Peter Martinez
General Manager

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

Channel Islands Beach 2013

5/6/2021 2:54 PM

Register: 1002 · Checking Pacific Western

From 04/01/2021 through 04/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2021	6760	Wilmington Trust, N...	2000 - Accounts Payable	Interest Pymt. ...	37,015.63			565,738.44
04/01/2021	6761	Badger Meter	2000 - Accounts Payable		1,682.99			564,055.45
04/01/2021	6762	Jarrod Lawrence	2000 - Accounts Payable		320.00			563,735.45
04/01/2021	6763	Miguel Zavalza	2000 - Accounts Payable		225.00			563,510.45
04/02/2021	6753	XIO, Inc.	2000 - Accounts Payable		865.00			562,645.45
04/02/2021	6764	ACWA/Joint Powers...	2000 - Accounts Payable	pr pd 1-1-21 to ...	2,732.75			559,912.70
04/02/2021	6765	Amazon Capital Serv...	2000 - Accounts Payable		765.49			559,147.21
04/02/2021	6766	Underground Service...	2000 - Accounts Payable		31.45			559,115.76
04/02/2021	6767	Elevated Entitlements	2000 - Accounts Payable		450.00			558,665.76
04/02/2021	6768	FGL Environmental I...	2000 - Accounts Payable		146.00			558,519.76
04/02/2021	6769	IVR Technology Gro...	2000 - Accounts Payable		100.42			558,419.34
04/02/2021	6770	ZWORLD GIS	2000 - Accounts Payable		1,250.00			557,169.34
04/07/2021	ACH	CalPers	-split-	pr pd 3-20-21 t...	3,788.00			553,381.34
04/07/2021		QuickBooks Payroll ...	-split-	Created by Pay...	23,530.98			529,850.36
04/07/2021	To Print	Carol J Dillon	-split-	Direct Deposit				529,850.36
04/07/2021	To Print	Casey D Johnson	-split-	Direct Deposit				529,850.36
04/07/2021	To Print	E.D. Brock	-split-	Direct Deposit				529,850.36
04/07/2021	To Print	Erika F Davis	-split-	Direct Deposit				529,850.36
04/07/2021	To Print	Keila E Wilson	-split-	Direct Deposit				529,850.36
04/07/2021	To Print	Mark A Espinosa	-split-	Direct Deposit				529,850.36
04/07/2021	To Print	Peter A. Martinez	-split-	Direct Deposit				529,850.36
04/07/2021	To Print	Jesus Navarro	-split-	Direct Deposit				529,850.36
04/08/2021	6771	Michael K. Nunley ...	2000 - Accounts Payable		5,166.49			524,683.87
04/08/2021	6772	Nationwide Retirement	2000 - Accounts Payable	pr pd 3/20/21 t...	2,756.67			521,927.20
04/08/2021	6773	Hollister & Brace	2000 - Accounts Payable		722.70			521,204.50
04/08/2021	6774	County of Ventura - ...	2000 - Accounts Payable	Building Permi...	602.60			520,601.90
04/08/2021	6775	FGL Environmental I...	2000 - Accounts Payable		555.00			520,046.90
04/08/2021	6776	Soares, Sandall, Bern...	2000 - Accounts Payable		980.00			519,066.90
04/14/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep /13			9,866.70	528,933.60
04/14/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/12			18,420.16	547,353.76
04/14/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/9			5,221.68	552,575.44
04/14/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/7			12,437.77	565,013.21
04/14/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/9			16,548.15	581,561.36
04/14/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/5			4,185.37	585,746.73
04/14/2021	6780	Northern Digital, Inc.	2000 - Accounts Payable		4,320.00			581,426.73
04/14/2021	6781	Raftelis Financial Co...	2000 - Accounts Payable		14,140.00			567,286.73
04/19/2021	ACH	CalPers	-split-	pr pd 4-3-21 to...	3,804.18			563,482.55
04/19/2021	6802	PHWA	2000 - Accounts Payable	Reissue for De...	49,668.62			513,813.93
04/20/2021	ACH	QB:DEPOSIT	1200 - Accounts Recei...	Bank auto draft...			85,128.03	598,941.96
04/20/2021	6782	A to Z Law, LLP	2000 - Accounts Payable		1,144.75			597,797.21

Channel Islands Beach 2013

5/6/2021 2:54 PM

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From 04/01/2021 through 04/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/20/2021	6783	BRAD SCHOUTEN	2000 - Accounts Payable		25.47			597,771.74
04/20/2021	6784	CARI BERG	2000 - Accounts Payable		70.60			597,701.14
04/20/2021	6785	COLLEEN DINWID...	2000 - Accounts Payable		187.42			597,513.72
04/20/2021	6786	CRISTOBAL RODR...	2000 - Accounts Payable		485.09			597,028.63
04/20/2021	6787	CYNTHIA JANACEK	2000 - Accounts Payable		166.72			596,861.91
04/20/2021	6788	ERROL MACKZUM	2000 - Accounts Payable		98.55			596,763.36
04/20/2021	6789	Famcon Pipe and Su...	2000 - Accounts Payable		348.56			596,414.80
04/20/2021	6790	Ferguson Enterprises...	2000 - Accounts Payable		1,947.80			594,467.00
04/20/2021	6791	GRACELYN ROOT	2000 - Accounts Payable		83.40			594,383.60
04/20/2021	6792	JOHN QUIROZ	2000 - Accounts Payable		147.10			594,236.50
04/20/2021	6793	jJOHN/JENNIFER B...	2000 - Accounts Payable		127.01			594,109.49
04/20/2021	6794	Nationwide Retirement	2000 - Accounts Payable	pr pd 4-3-21 to ...	2,575.01			591,534.48
04/20/2021	6795	PROPERTY FRAM...	2000 - Accounts Payable		101.58			591,432.90
04/20/2021	6796	R SINGER	2000 - Accounts Payable		86.12			591,346.78
04/20/2021	6797	REMAX	2000 - Accounts Payable	Refund Acct. 0...	13.14			591,333.64
04/20/2021	6798	SCHEU DEVELPM...	2000 - Accounts Payable		63.68			591,269.96
04/20/2021	6799	STEPHANIE REESE	2000 - Accounts Payable		150.00			591,119.96
04/20/2021	6800	SUSAN BERSON	2000 - Accounts Payable		131.09			590,988.87
04/20/2021	6801	TRICIA GRAVEL	2000 - Accounts Payable		15.02			590,973.85
04/20/2021	6803	EJ Harrison & Sons, ...	2000 - Accounts Payable	4-1-21 to 4-30-...	46,656.65			544,317.20
04/20/2021		QuickBooks Payroll ...	-split-	Created by Pay...	24,374.96			519,942.24
04/20/2021	DD	Carol J Dillon	-split-	Direct Deposit		X		519,942.24
04/20/2021	DD	Casey D Johnson	-split-	Direct Deposit		X		519,942.24
04/20/2021	DD	E.D. Brock	-split-	Direct Deposit		X		519,942.24
04/20/2021	DD	Erika F Davis	-split-	Direct Deposit		X		519,942.24
04/20/2021	DD	Jesus Navarro	-split-	Direct Deposit		X		519,942.24
04/20/2021	DD	Keila E Wilson	-split-	Direct Deposit		X		519,942.24
04/20/2021	DD	Mark A Espinosa	-split-	Direct Deposit		X		519,942.24
04/20/2021	DD	Peter A. Martinez	-split-	Direct Deposit		X		519,942.24
04/21/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/16			6,975.77	526,918.01
04/21/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4-15			7,469.23	534,387.24
04/21/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/20			30,480.28	564,867.52
04/21/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/20			175.75	565,043.27
04/21/2021	DEP	QB:DEPOSIT	3120 Sewer Revenues:...	1-1-21 to 3-31-...			248,759.84	813,803.11
04/21/2021	6804	Performance Pipeline...	2000 - Accounts Payable		4,812.50			808,990.61
04/21/2021	6805	PHWA	2000 - Accounts Payable		61,567.73			747,422.88
04/21/2021	6806	Ventura County Star	2000 - Accounts Payable	Notice of publi...	193.23			747,229.65
04/22/2021	6807	Urban Futures, Inc.	2000 - Accounts Payable	Emma reports f...	1,215.51			746,014.14
04/22/2021	6808	FGL Environmental I...	2000 - Accounts Payable		146.00			745,868.14
04/23/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/23			376.00	746,244.14

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Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/23/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/16		480.00	746,724.14
04/23/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/20		300.00	747,024.14
04/23/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/23		7,445.69	754,469.83
04/23/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep		4,290.26	758,760.09
04/23/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/23		12,485.00	771,245.09
04/27/2021	6809	Pete Martinez	2000 - Accounts Payable	2nd semester p...	4,000.00		767,245.09
04/29/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/29		17,146.27	784,391.36
04/29/2021	6810	Altius Information T...	2000 - Accounts Payable	Network Securi...	2,500.00		781,891.36
04/29/2021	6811	Famcon Pipe and Su...	2000 - Accounts Payable		499.79		781,391.57
04/29/2021	6812	FGL Environmental I...	2000 - Accounts Payable		198.00		781,193.57
04/29/2021	6813	Grainger	2000 - Accounts Payable		322.19		780,871.38
04/29/2021	6814	Pacific Couriers	2000 - Accounts Payable		470.94		780,400.44
04/29/2021	6815	Performance Pipeline...	2000 - Accounts Payable	Vactor Truck/S...	4,812.50		775,587.94
04/29/2021	6816	CIBCSO-Petty Cash	2000 - Accounts Payable		275.00		775,312.94
04/29/2021	6817	CUSI	2000 - Accounts Payable		101.20		775,211.74
04/29/2021	6818	Travis May	2000 - Accounts Payable	CUSTOMER ...	83.69		775,128.05
04/30/2021	6819	Badger Meter	2000 - Accounts Payable		2,478.90		772,649.15
04/30/2021	6820	County of Ventura	2000 - Accounts Payable	Cross Connect ...	499.99		772,149.16
04/30/2021	6821	FGL Environmental I...	2000 - Accounts Payable		146.00		772,003.16
04/30/2021	6822	Miguel Zavalza	2000 - Accounts Payable	pirkle park	225.00		771,778.16

E. SPECIAL PRESENTATION: SPECIAL WATER COUNSEL CANDY

Special Water Counsel Candy updated the Board on the Oxnard-Pleasant Valley Basin Allocation Ordinance. Special Water Counsel Candy commented that discussions are continuing. Special Water Counsel Candy will continue to give the Board updates.

F. ACTION CALENDAR:

1. PRESENTATION FROM RAFTELIS FINANCIAL CONSULTANTS ON THE COST OF SERVICE, REVENUE REQUIREMENTS AND PROPOSED RATE ADJUSTMENTS TO ENSURE DISTRICT WATER & WASTEWATER ENTERPRISE RATES ARE IN COMPLIANCE WITH REQUIREMENTS OF PROPOSITION 218

Using a PowerPoint presentation, Steve Gagnon explained the cost of service, revenue requirements and proposed rate adjustments to ensure the District water & wastewater enterprise rates follow requirements of proposition 218. Board discussion ensued. Board directed staff to take more time and research further to ensure the study results are equitable.

G. INFORMATION CALENDAR:

1. Extension of March 31, 2020 Emergency Declaration and Orders of the Channel Islands Beach Community Services District Board of Directors Related to the 2020 COVID-19 Outbreak

Board received and filed report.

2. Report from Board Members of any meeting or conference where compensation was received.

President Debley and Vice President Bouchard attended the PHWA meeting. President Debley stated the PHWA is currently working on updating the Urban Water Management Plan.

H. BOARD MEMBER COMMENTS:

Director Brewer commented that filming was taking place at Fisherman's Wharf.

Director Marcus said there were two articles of interest in the paper. One discussing lead pipes and another discussing the drought.

Director Nast shared a letter with General Manager Martinez that Congresswoman

Brownley wrote on behalf of funds for Special Districts and suggested that General Manager Martinez share it with the rest of the Board.

I. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

General Counsel had no comment.

General Manager Martinez stated it has been busy with the Budget and the Rate Study. General Manager Martinez said Steve Gagnon has been a pleasure to work with.

General Manager Martinez said the latest regarding the building is that the letter to the County was submitted regarding the sidewalk and the right of way. The building design is at 60% completion.

The Board Meeting adjourned at 8:11 P.M.

Sean Debley, President



Board of Directors:

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BOB NAST, Director

PETER MARTINEZ
General Manager

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Regular Board Meeting, May 11, 2021

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

INFORMATION:

Kevin Kohan will provide a verbal update on the Conditional Use Permit application with the County of Ventura for the future Building and Yard Improvement Project .



Board of Directors:

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PETER MARTINEZ
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Regular Board Meeting, May 11, 2021

To: Board of Directors
From: Peter Martinez, *General Manager*
Subject: Review of FY 2021 – 2022 Preliminary Budget
Item No. F-1

RECOMMENDATION:

1. Review and comment on proposed FY 2021 – 2022 Operating and Capital Budgets.

FINANCIAL IMPACT: Current action has no financial impact. Requested changes will be incorporated into next draft of Operating and Capital Budgets in preparation for Board approval at a future meeting.

BACKGROUND:

Attached for Board review is the FY 2021 – 2022 Operating Budget and Capital Improvement Program (CIP) Budget. Requested edits by Board members will be incorporated into future drafts of the Budget, in preparation for adoption at the June 8, 2021 Regular Board Meeting.

DISCUSSION/ANALYSIS:

Budget to Projected Review

As part of the annual budget process, Board and staff perform a review of budgeted expenses compared to the projected expenditures by fiscal year end. These projections are based on actual expenses incurred as of February 28, 2021 and take into account any known outstanding obligations. Still, projected values are staff's best estimate of future total expenditures.

Overall, the District is projected to be under budget by 7.8% for FY 2020 – 2021, which is mostly attributable to lower than anticipated water purchase costs and operational impacts due to the COVID-19 pandemic for the majority of the fiscal year. The table below summarizes the adopted budget versus projected expenditures.

	Budget	Projected	% Change
Total Water System Expense	\$1,075,600	\$919,420	-14.5%
Total Sewer System Expense	\$1,131,000	\$1,090,208	-3.6%
Total Trash Expense	\$600,000	\$572,920	-4.5%
Total Maintenance Expenses	\$54,500	\$42,000	-22.9%
Total Salaries & Benefits	\$999,100	\$1,011,930	1.3%
Total Administrative Expenses	\$466,000	\$353,050	-24.2%
TOTAL OPERATING EXPENSES	\$4,326,200	\$3,989,528	-7.8%

FY 2021 – 2022 Operating Budget

The proposed Operating Budget represents an overall 2.75% increase from the previous year’s budget, with the bulk of the increase due to increased water purchase costs through PHWA. The table below summarizes the proposed budget changes for the upcoming fiscal year.

	FY 2020 – 2021	FY 2021 – 2022	% Change
Total Water System Expense	\$1,075,600	\$1,178,600	8.7%
Total Sewer System Expense	\$1,131,000	\$1,104,000	-2.4%
Total Trash Expense	\$600,000	\$600,000	0%
Total Maintenance Expenses	\$54,500	\$59,500	9.2%
Total Salaries & Benefits	\$999,100	\$1,058,600	5.6%
Total Administrative Expenses	\$466,000	\$447,800	-4.1%
TOTAL OPERATING EXPENSES	\$4,326,200	\$4,448,500	2.75%

There is one key change to the proposed Operating Budget from previous year’s budget amounts.

- Water System Expenses – Water purchase costs from PHWA are anticipated to rise significantly due to surcharges levied by United Water Conservation District for the Iron & Manganese Removal Facility (\$125.00 per acre foot) and the Fox Canyon Groundwater Management Agency for the Replenishment fee (estimated at \$200 per acre foot). The current price of blended water from PHWA is \$755. With the addition of these two surcharges, the cost per acre foot will exceed \$1,000 per acre foot. It is uncertain when the surcharges will go into effect.

FY 2021 – 2022 Capital Improvement Program Budget

The proposed CIP Budget calls for \$2,420,000 in capital spending for FY 2021 – 2022, with \$1,167,500 assigned to the Water Enterprise, \$1,102,500 assigned to the Sewer Enterprise, and \$150,000 assigned to the Trash Enterprise. The proposed capital expenditure totals for

FY 2022 through FY 2026 are shown in the Capital Budget Sheet of the FY 2021 – 2022 Draft Budget.

Next Steps

The Board’s action on June 8, 2021 will be to approve planned expenditures for FY 2021 – 2022 only. However, staff has prepared a five-year CIP Budget document to show upcoming capital needs. In some cases, a single project can span several years. 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 8, 2021.

Date	Event
May 11, 2021	Finance Committee Meeting
May 11, 2021	1 st Budget Workshop
June 8, 2021	Reading of Rate Ordinance and Budget Adoption
July 1, 2021	Beginning of Fiscal Year

ATTACHMENTS:

1. Preliminary FY 2021 – 2022 Operating and Capital Improvement Program Budget. Full Budget Document is available by request to Board Clerk or accessible by visiting www.cibcsd.com/budget.

FY 2021 - 2022 OPERATING BUDGET

Sheet No.	Account	Adopted	Actual Through	Projected	Proposed	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total	
		FY 2020 - 2021	2/28/2021	June 2021	FY 2021 - 2022		\$	%	\$	%	\$	%	\$	%		
OPERATING REVENUES																
Rate Revenues																
1	Water Revenue	3110	2,264,000	1,317,480	2,258,540	2,332,000	100%	2,332,000	100%	0	0%	0	0%	0	0%	2,332,000
2	Sewer Revenue	3120	2,400,000	1,421,992	2,337,700	2,470,000	97%	0	0%	2,470,000	100%	0	0%	0	0%	2,470,000
3	Solid Waste Revenue	3130	750,000	569,130	749,275	769,000	100%	0	0%	0	0%	769,000	100%	0	0%	769,000
Total Rate Revenues			\$ 5,414,000	\$ 5,345,515	\$ 5,571,000	99%	\$ 2,332,000		\$ 2,470,000		\$ 769,000		\$ -		\$ 5,571,000	
OPERATING EXPENSES																
Water System Expense																
4	PHWA Water Contract	4210	900,000	491,504	744,400	1,000,000	83%	1,000,000	100%	0	0%	0	0%	0	0%	1,000,000
5	Water Sampling	4215	15,000	7,231	14,000	15,000	93%	15,000	100%	0	0%	0	0%	0	0%	15,000
6	SWRCB Annual Admin Fee	4220	14,000	13,464	14,000	16,000	100%	16,000	100%	0	0%	0	0%	0	0%	16,000
7	Annual Water Quality Report	4225	4,000	0	4,000	4,000	100%	4,000	100%	0	0%	0	0%	0	0%	4,000
8	Cross Connect Contract Charge	4230	2,000	1,420	2,020	2,600	101%	2,600	100%	0	0%	0	0%	0	0%	2,600
9	Water Repair & Maintenance	4235	130,000	26,542	130,000	130,000	100%	130,000	100%	0	0%	0	0%	0	0%	130,000
10	Telemetry	4240	10,600	7,360	11,000	11,000	104%	11,000	100%	0	0%	0	0%	0	0%	11,000
Total Water System Expense			\$ 1,075,600	\$ 919,420	\$ 1,178,600	85%	\$ 1,178,600		\$ -		\$ -		\$ -		\$ 1,178,600	
Sewer System Expense																
11	Wastewater Transportation	4260	980,000	697,660	940,208	940,000	96%	0	0%	940,000	100%	0	0%	0	0%	940,000
12	Sewer Repair & Maintenance	4265	97,000	46,550	97,000	109,000	100%	0	0%	109,000	100%	0	0%	0	0%	109,000
13	Telemetry	4270	34,000	23,900	34,000	34,000	100%	0	0%	34,000	100%	0	0%	0	0%	34,000
14	Power	4275	20,000	15,850	19,000	21,000	95%	0	0%	21,000	100%	0	0%	0	0%	21,000
Total Sewer System Expense			\$ 1,131,000	\$ 1,090,208	\$ 1,104,000	96%	\$ -		\$ 1,104,000		\$ -		\$ -		\$ 1,104,000	
Trash Expense																
15	Contract Trash Services	4285	600,000	427,841	572,920	600,000	95%	0	0%	0	0%	600,000	100%	0	0%	600,000
Total Trash Expense			\$ 600,000	\$ 572,920	\$ 600,000	95%	\$ -		\$ -		\$ 600,000		\$ -		\$ 600,000	
Maintenance Expenses																
16	Gasoline	4310	15,000	7,152	10,000	15,000	67%	6,450	43%	6,150	41%	2,100	14%	300	2%	15,000
17	Vehicle Maintenance	4320	12,000	1,970	11,000	12,000	92%	5,160	43%	4,920	41%	1,680	14%	240	2%	12,000
18	Building Security	4330	3,000	1,100	2,500	3,000	83%	990	33%	1,020	34%	990	33%	0	0%	3,000
19	Building Maintenance	4340	12,000	6,000	8,000	17,000	67%	5,610	33%	5,780	34%	5,610	33%	0	0%	17,000
20	Signs & Banners	4350	1,500	360	1,500	1,500	100%	495	33%	510	34%	495	33%	0	0%	1,500
21	Public Landscaping	4360	4,500	2,860	4,000	4,500	89%	0	0%	0	0%	0	0%	4,500	100%	4,500
22	Employee Workplace Safety	4370	5,000	790	5,000	5,000	100%	2,150	43%	2,050	41%	700	14%	100	2%	5,000
23	Emergency Preparedness	4380	1,500	0	0	1,500	0%	0	0%	0	0%	0	0%	1,500	100%	1,500
Total Maintenance Expenses			\$ 54,500	\$ 42,000	\$ 59,500	77%	\$ 20,855		\$ 20,430		\$ 11,575		\$ 6,640		\$ 59,500	

Sheet No.	Account	Adopted	Actual Through	Projected	Proposed	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total				
		FY 2020 - 2021	2/28/2021	June 2021	FY 2021 - 2022		\$	%	\$	%	\$	%	\$	%					
Salaries & Benefits																			
24	Regular Salaries	4400	729,600	542,869	744,930	769,000	102%	299,910	39%	307,600	40%	146,110	19%	15,380	2%	769,000			
25	Payroll Taxes	4500	29,000	8,100	28,000	33,000	97%	12,870	39%	13,200	40%	6,270	19%	660	2%	33,000			
26	Group Insurance	4525	128,000	76,527	110,000	140,000	86%	54,600	39%	56,000	40%	26,600	19%	2,800	2%	140,000			
27	Retirement Benefits	4550	74,000	64,650	99,000	104,000	134%	40,560	39%	41,600	40%	19,760	19%	2,080	2%	104,000			
28	Uniforms	4575	4,500	1,645	4,500	5,100	100%	2,193	43%	2,091	41%	714	14%	102	2%	5,100			
29	Workers' Comp Insurance	4600	12,000	9,000	12,500	12,500	104%	4,875	39%	5,000	40%	2,375	19%	250	2%	12,500			
30	Employee Education	4650	22,000	7,000	13,000	18,000	59%	7,020	39%	7,200	40%	3,420	19%	360	2%	18,000			
Total Salaries & Benefits		\$	999,100	\$	1,011,930	\$	1,081,600	101%	\$	422,028	\$	432,691	\$	205,249	\$	21,632	\$	1,081,600	
Administrative Expenses																			
31	Regular Board Payments	5010	9,000	3,000	7,000	10,000	78%	3,900	39%	4,000	40%	1,900	19%	200	2%	10,000			
32	Special Board Meetings	5020	2,000	900	2,000	3,000	100%	1,170	39%	1,200	40%	570	19%	60	2%	3,000			
33	Board/ Committee Expenses	5030	1,000	60	1,000	2,000	100%	780	39%	800	40%	380	19%	40	2%	2,000			
34	Board Conferences & Seminars	5040	5,000	0	1,000	5,000	20%	1,950	39%	2,000	40%	950	19%	100	2%	5,000			
35	Travel & Lodging	5050	8,500	0	1,000	8,500	12%	3,315	39%	3,400	40%	1,615	19%	170	2%	8,500			
36	District Dues & Memberships	5100	24,000	24,336	24,500	25,000	102%	9,465	38%	10,040	40%	5,277	21%	218	1%	25,000			
37	Office Supplies	5210	8,000	1,447	7,500	8,000	94%	2,640	33%	2,720	34%	2,640	33%	0	0%	8,000			
38	On-Line Bill Paying	5215	6,000	2,241	5,000	6,000	83%	2,460	41%	2,640	44%	900	15%	0	0%	6,000			
39	Communications	5220	17,000	11,654	15,750	23,000	93%	7,590	33%	7,820	34%	7,590	33%	0	0%	23,000			
40	Printing & Publications	5230	6,000	0	6,000	6,000	100%	1,980	33%	2,040	34%	1,980	33%	0	0%	6,000			
41	Postage & Shipping	5240	12,000	8,500	11,000	12,000	92%	3,960	33%	4,080	34%	3,960	33%	0	0%	12,000			
42	Miscellaneous Office Expense	5250	14,700	7,000	13,700	15,500	93%	6,295	41%	6,700	43%	2,445	16%	60	0%	15,500			
43	Office Utilities	5260	3,800	2,200	3,500	3,800	92%	1,254	33%	1,292	34%	1,254	33%	0	0%	3,800			
44	Office Equipment Maintenance	5290	9,000	3,200	5,700	7,000	63%	2,310	33%	2,380	34%	2,310	33%	0	0%	7,000			
45	Capital Replacement	5295	8,000	0	3,000	8,000	38%	2,640	33%	2,720	34%	2,640	33%	0	0%	8,000			
46	Insurance	5400	39,000	31,000	36,900	41,000	95%	16,810	41%	18,040	44%	6,150	15%	0	0%	41,000			
47	Legal Services	5510	60,000	12,000	40,000	60,000	67%	36,400	61%	17,600	29%	6,000	10%	0	0%	60,000			
48	Accounting Services	5520	51,000	20,000	49,000	50,000	96%	20,500	41%	22,000	44%	7,500	15%	0	0%	50,000			
49	Computer Services & Subscriptions	5530	52,000	18,300	26,000	46,000	50%	18,860	41%	20,240	44%	6,900	15%	0	0%	46,000			
50	Engineering Services	5540	75,000	29,000	60,000	75,000	80%	30,750	41%	33,000	44%	11,250	15%	0	0%	75,000			
51	Bank & Trustee Fees	5560	4,000	2,540	4,000	4,000	100%	1,640	41%	1,760	44%	600	15%	0	0%	4,000			
52	Other Professional Services	5565	30,000	1,400	10,000	10,000	33%	4,100	41%	4,400	44%	1,500	15%	0	0%	10,000			
53	Legal Notices Publication	5600	7,000	515	1,500	7,000	21%	2,310	33%	2,380	34%	2,310	33%	0	0%	7,000			
54	Public Information & Outreach	5650	14,000	0	5,000	10,000	36%	3,300	33%	3,400	34%	3,300	33%	0	0%	10,000			
Total Administrative Expenses		\$	466,000	\$	340,050	\$	445,800	73%	\$	186,379	\$	176,652	\$	81,921	\$	848	\$	445,800	
TOTAL OPERATING EXPENSES		\$	4,326,200	\$	-	\$	3,976,528	\$	4,469,500	\$	1,807,862	\$	1,733,773	\$	898,745	\$	29,120	\$	4,469,500
NET OPERATING INCOME		\$	1,087,800	\$	1,368,987	\$	1,101,500	\$	524,138	\$	736,227	\$	(129,745)	\$	(29,120)	\$	1,101,500		

Sheet No.	Account	Adopted	Actual Through	Projected	Proposed	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total
		FY 2020 - 2021	2/28/2021	June 2021	FY 2021 - 2022		\$	%	\$	%	\$	%	\$	%	
OTHER REVENUES															
55	Interest Earnings	6100	90,000	50,000	100,000	111%	31,500	35%	49,500	55%	9,000	10%	0	0%	90,000
56	Penalty Revenue	6200	25,000	0	0	0%	2,500	10%	2,500	10%	2,500	10%	17,500	70%	25,000
57	Secured & Unsecured Taxes	6320	66,000	45,200	80,000	121%	0	0%	0	0%	0	0%	80,000	100%	80,000
TOTAL OTHER REVENUES			\$ 181,000	\$ 180,000	\$ 195,000	99%	\$ 34,000		\$ 52,000		\$ 11,500		\$ 97,500		\$ 195,000
DEBT OBLIGATIONS															
58	2012 Water Revenue Bonds	2805	315,000	314,977	314,977	100%	313,000	100%	0	0%	0	0%	0	0%	313,000
59	2016 Sewer Refunding Bonds	2855	220,000	219,197	219,197	100%	0	0%	220,000	100%	0	0%	0	0%	220,000
60	CSDA Loan - Smart Meter Project	2700	85,000	85,000	85,000	85,000	41,225	49%	43,775	52%	0	0%	0	0%	85,000
TOTAL DEBT OBLIGATION			\$ 535,000	\$ 534,174	\$ 533,000	100%	\$ 354,225		\$ 263,775		\$ -		\$ -		\$ 618,000
OTHER BUDGET ITEMS															
61	Allocation of Community Service	N/A	50,000	0	0	0%	485	49%	515	52%	0	0%	(1,000)	0%	0
TOTAL OTHER BUDGET ITEMS			\$ 50,000	\$ -	\$ 1,000		\$ 485		\$ 515		\$ -		\$ (1,000)		\$ -
AVAILABLE FOR CAPITAL & RESERVES			\$ 683,800	\$ -	\$ 1,014,813		\$ 203,428		\$ 523,937		\$ (118,245)		\$ 69,380		\$ 678,500
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		69,380		69,380
Total Unrestricted Contributions							\$ -		\$ -		\$ -		\$ 69,380		\$ 69,380
Board Restricted															
	Water Operations Reserve						0		0		0		0		0
	Water Rate Stabilization						22,000		0		0		0		22,000
	Water Capital Reserve						219,000		0		0		0		219,000
	Sewer Operations Reserve						0		0		0		0		0
	Sewer Rate Stabilization						0		0		0		0		0
	Sewer Capital Reserve						0		427,597		0		0		427,597
	Solid Waste Operations Reserve						0		0		0		0		0
	Solid Waste Rate Stabilization						0		0		(118,245)		0		(118,245)
	Solid Waste Capital Reserve						0		0		0		0		0
Total Board Restricted Contributions							\$ 241,000		\$ 427,597		\$ (118,245)		\$ -		\$ 550,352
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							\$-37,600		\$96,300		\$0		\$0		\$58,800

FY 2021 - 2022 CAPITAL IMPROVEMENT PROGRAM

Line	Project No.	Capital Project	Water	Sewer	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	5-Year Total
1	CI 101	Easement Risk Mitigation Projects	100%		\$75,000	\$325,000	\$90,000	\$380,000	\$0	\$870,000
2	CI 102	Wharf Head Removal	100%		\$25,000	\$10,000	\$10,000	\$10,000	\$10,000	\$65,000
3	CI 103	PHWA Improvements	100%		\$65,000	\$117,000	\$118,000	\$56,000	\$32,000	\$388,000
4	CI 104	Water Distribution Improvements	100%		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
5	CI 105	Valve Replacement	100%		\$180,000	\$160,000	\$160,000	\$50,000	\$50,000	\$600,000
6	CI 106	Water Supply Upgrades	100%		\$25,000	\$0	\$0	\$25,000	\$100,000	\$150,000
7	CI 107	Long Term Water Supply Planning	100%		\$0	\$0	\$75,000	\$0	\$0	\$75,000
8	CI 108	Fire Flow Improvements	100%		\$0	\$0	\$15,000	\$70,000	\$0	\$85,000
9	CI 109	Water Emergency Response Plan	100%		\$15,000	\$0	\$0	\$0	\$0	\$15,000
10	CI 201	I&I Reduction- Main & Manhole Impr.		100%	\$0	\$30,000	\$270,000	\$0	\$0	\$300,000
11	CI 202	Sewer Lift Station and PS Rehab		100%	\$120,000	\$0	\$0	\$30,000	\$110,000	\$260,000
12	CI 203	Sewer Improvement Projects		100%	\$0	\$0	\$0	\$0	\$0	\$0
13	CI 204	Pump Station B Replacement		100%	\$50,000	\$150,000	\$0	\$0	\$0	\$200,000
15	CI 205	Oxnard Wastewater Plant Impr.		100%	\$200,000	\$200,000	\$300,000	\$600,000	\$300,000	\$1,600,000
16	CI 206	CCTV Video Inspection Program		100%	\$0	\$0	\$0	\$85,000	\$0	\$85,000
17	CI 401	Yard and Building Improvements	50%	50%	\$1,450,000	\$0	\$0	\$0	\$0	\$1,450,000
18	CI 402	Asset Management Program	50%	50%	\$15,000	\$8,000	\$8,000	\$8,000	\$8,000	\$47,000
19	CI 403	Vehicle Replacement Program	50%	50%	\$0	\$80,000	\$0	\$80,000	\$0	\$160,000
20	MI 401	Water & Sewer Rate Study	50%	50%	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Water					\$1,167,500	\$706,000	\$522,000	\$685,000	\$271,000	\$3,351,500
Sewer					\$1,102,500	\$424,000	\$574,000	\$759,000	\$439,000	\$3,298,500
Trash					\$150,000	\$0	\$0	\$0	\$0	\$150,000
Total					\$2,420,000	\$1,130,000	\$1,096,000	\$1,444,000	\$710,000	\$6,800,000

Water Enterprise

FY

Beginning Capital Reserve Balance	\$3,500,597	Done
Contributions for FY 2021 - 2022:	\$219,000	
Planned Capital Expenditures	-\$1,167,500	
Ending Capital Reserve Balance	\$2,552,097	
Minimum Capital Reserve Balance	\$1,013,249	

Sewer Enterprise

FY

Beginning Capital Reserve Balance	\$3,520,856	Done
Contributions for FY 2021 - 2022:	\$427,597	
Planned Capital Expenditures	-\$1,102,500	
Ending Capital Reserve Balance	\$2,845,953	
Minimum Capital Reserve Balance	\$1,048,640	

April 26, 2021

Board of Directors
Channel Islands Beach Community
Services District
Oxnard, California

We are engaged to audit the financial statements of the Channel Islands Beach Community Services District (the "District") for the year ended June 30, 2021. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated April 26, 2021, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the District. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to *management's discussion and analysis, schedule of the District's proportionate share of the net pension liability - CalPERS pension plan, and schedule of contributions - CalPERS pension plan*, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the budgetary comparison schedules, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

As part of the audit, we assist with the preparation of the financial statements and related notes, and journal entry to adjust the investment with the Port Hueneme Water Agency. However, this assistance does not constitute an audit under *Government Auditing Standards* and is considered nonaudit services. Management is responsible for overseeing and accepting responsibility for these services.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our final audit fieldwork on approximately October 4, 2021 and issue our report approximately in December 2021. Richard Teaman is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Teaman Ramirez & Smith, Llc.