



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

# BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

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**NOTICE IS HEREBY GIVEN** that the Board of Directors of the Channel Islands Beach Community Services District will hold a Regular Board Meeting beginning at 5:00 P.M. on Tuesday, January 11, 2022. 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), [802804237#](tel:+1802804237) United States, Los Angeles

Phone Conference ID: 802 804 237#

The agenda is as follows:

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

**B. PUBLIC COMMENTS:**

1. Opportunity for members of the public to address the Board on matters under the purview of the District and which are not on the agenda. (Time limit 3 minutes per speaker)

**C. CONSENT CALENDAR:**

1. Approve the Agenda Order
2. Financial Reports:
  - a. Cash Disbursal & Receipt Report – November 2021
  - b. Cash Disbursal & Receipt Report – December 2021

3. Minutes:
  - a. November 9, 2021, Regular Board Meeting
  
4. Authorize customer request for relief from water charges due to leaks on the property consistent with Resolution 16-06:

	<b>Account Number</b>	<b>Water Relief</b>	<b>Sewer Relief</b>	<b>Total Relief</b>
<b>a.</b>	16320-03	\$24.66	\$94.86	\$119.52
<b>b.</b>	00000218	\$1.32	\$25.30	\$26.62
<b>c.</b>	07470-01	\$9.54	\$63.24	\$72.78
<b>d.</b>	13050-04	\$32.88	\$101.18	\$134.06
<b>e.</b>	12630-01	\$19.62	\$63.24	\$82.86
<b>f.</b>	12490-02	\$84.60	\$240.31	\$324.91
<b>g.</b>	07170-01	\$5.82	\$37.94	\$43.76
				<b>\$804.51</b>

**D. ACTION CALENDAR:**

**1. CONSIDERATION AND ADOPTION OF RESOLUTION NO. 22-01  
ENABLING CONTINUED USE OF REMOTE TELECONFERENCE MEETINGS  
IN ACCORDANCE WITH ASSEMBLY BILL 361**

Recommendation:

1) It is recommended the Board adopt Resolution No. 22-01 authorizing remote teleconference meetings of the Legislative Bodies of the Channel Islands Beach Community Services District for the period of January 11, 2022, to February 9, 2022.

**2. ELECTION OF BOARD OFFICERS FOR CALENDAR YEAR 2022**

Recommendation:

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

**3. CI 401 - BUILDING AND YARD IMPROVEMENT PROJECT**

Recommendation:

1) Receive presentation from General Manager and Project Team  
2) Authorize staff to negotiate with Coastal Architects to finalize design as presented

**4. PRESENTATION BY DAN DRUGAN (CALLEGUAS MUNICIPAL WATER DISTRICT)**

Recommendation:

1) The Board to receive verbal report and presentation on drought status and provide direction to staff regarding future actions to be taken to promote water conservation.

**5. 2022 HOLIDAY SCHEDULE AND BOARD MEETING DATES**

Recommendation:

- 1) Approve 2022 Holiday Schedule and Board Meeting Dates.

**6. ANNUAL PERFORMANCE AND SALARY REVIEW OF DISTRICT GENERAL MANAGER. THE BOARD WILL REVIEW AND CONSIDER THE GENERAL MANAGER’S PERFORMANCE AND COMPENSATION.**

Recommendation:

- 1) Board Discretion

**E. OPERATIONS REPORT:**

**F. INFORMATION CALENDAR:**

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

**G. BOARD MEMBER COMMENTS:**

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

**AGENDA POSTING CERTIFICATION**

This agenda was posted Thursday, January 6, 2022, by 5:00 PM. The agenda is posted at the District Office and two public notice bulletin boards, which are accessible 24 hours per day. The locations include:

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

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

*Peter Martinez*  
 Peter Martinez  
 General Manager

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

Channel Islands Beach 2013

1/6/2022 1:26 PM

Register: 1002 · Checking Pacific Western

From 11/01/2021 through 11/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			360.00	160,454.35
11/01/2021	ACH	CalPers	-split-	pr pd 11-16-21 ...	3,849.38			156,604.97
11/01/2021	ACH	CalPers	5 - Salaries & Benefits:...	Unfunded liabil...	28.50			156,576.47
11/01/2021	ACH	Accounting:Calpers/...	-split-	pr pd 10-16-21 ...	3,849.38			152,727.09
11/01/2021	ACH	Accounting:Calpers/...	5 - Salaries & Benefits:...	Employer Cont...	28.50			152,698.59
11/01/2021	7136	Amazon Capital Serv...	2000 - Accounts Payable		300.45			152,398.14
11/01/2021	7137	Badger Meter	2000 - Accounts Payable		1,682.99			150,715.15
11/01/2021	7138	County of Ventura - ...	2000 - Accounts Payable	7-1-21 to 9-30-...	499.99			150,215.16
11/01/2021	7139	FedEX	2000 - Accounts Payable		26.44			150,188.72
11/01/2021	7140	Grainger	2000 - Accounts Payable		57.96			150,130.76
11/01/2021	7141	ImageSource	2000 - Accounts Payable		182.30			149,948.46
11/01/2021	7142	Jarrold Lawrence	2000 - Accounts Payable		400.00			149,548.46
11/01/2021	7143	Miguel Zavalza	2000 - Accounts Payable		225.00			149,323.46
11/01/2021	7144	Nationwide Retirement	2000 - Accounts Payable	pr pd 10-16-21 ...	2,982.47			146,340.99
11/01/2021	7145	Pacific Couriers	2000 - Accounts Payable		248.92			146,092.07
11/01/2021	7146	Underground Service...	2000 - Accounts Payable		31.45			146,060.62
11/02/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			250.00	146,310.62
11/02/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			602.88	146,913.50
11/02/2021	7147	CWEA	2000 - Accounts Payable	Earl David Brock	91.00			146,822.50
11/02/2021	7148	SWRCB-DWOCP	2000 - Accounts Payable	Casey D. Johns...	80.00			146,742.50
11/03/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,432.91	148,175.41
11/03/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			2,147.61	150,323.02
11/03/2021	7164	FGL Environmental I...	2000 - Accounts Payable		577.00			149,746.02
11/03/2021	7165	IVR Technology Gro...	2000 - Accounts Payable		100.94			149,645.08
11/03/2021		QuickBooks Payroll ...	-split-	Created by Pay...	24,958.37			124,686.71
11/03/2021	DD	Carol J Dillon	-split-	Direct Deposit		X		124,686.71
11/03/2021	DD	Casey D Johnson	-split-	Direct Deposit		X		124,686.71
11/03/2021	DD	E.D. Brock	-split-	Direct Deposit		X		124,686.71
11/03/2021	DD	Erika F Davis	-split-	Direct Deposit		X		124,686.71
11/03/2021	DD	Keila E Wilson	-split-	Direct Deposit		X		124,686.71
11/03/2021	DD	Mark A Espinosa	-split-	Direct Deposit		X		124,686.71
11/03/2021	DD	Peter A. Martinez	-split-	Direct Deposit		X		124,686.71
11/03/2021	DD	Jesus Navarro	-split-	Direct Deposit		X		124,686.71
11/04/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			170.00	124,856.71
11/04/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,151.19	128,007.90
11/04/2021	7166	Bill Boetticher	2000 - Accounts Payable	For Hollywood...	150.00			127,857.90
11/04/2021	7167	Michael K. Nunley ...	2000 - Accounts Payable		41,030.59			86,827.31
11/05/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			898.21	87,725.52
11/05/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,091.23	88,816.75
11/05/2021	7149	Base Auto Parts and ...	2000 - Accounts Payable		149.69			88,667.06

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From 11/01/2021 through 11/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/08/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			426.27	89,093.33
11/08/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,393.48	92,486.81
11/09/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			352.09	92,838.90
11/09/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			5,907.48	98,746.38
11/10/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/9			19,615.16	118,361.54
11/10/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,314.76	119,676.30
11/10/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			7,140.69	126,816.99
11/12/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			318.08	127,135.07
11/12/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,684.88	130,819.95
11/12/2021	7151	PB Loader Corporation	2000 - Accounts Payable	2021 Ford F55...	136,473.50			-5,653.55
11/15/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			440.74	-5,212.81
11/15/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,550.67	-1,662.14
11/15/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Pac West Nov. ...			90,896.92	89,234.78
11/15/2021		QuickBooks Payroll ...	-split-	Created by Pay...	25,291.68			63,943.10
11/15/2021	DD	Carol J Dillon	-split-	Direct Deposit		X		63,943.10
11/15/2021	DD	E.D. Brock	-split-	Direct Deposit		X		63,943.10
11/15/2021	DD	Casey D Johnson	-split-	Direct Deposit		X		63,943.10
11/15/2021	DD	Erika F Davis	-split-	Direct Deposit		X		63,943.10
11/15/2021	DD	Keila E Wilson	-split-	Direct Deposit		X		63,943.10
11/15/2021	DD	Mark A Espinosa	-split-	Direct Deposit		X		63,943.10
11/15/2021	DD	Peter A. Martinez	-split-	Direct Deposit		X		63,943.10
11/15/2021	DD	Jesus Navarro	-split-	Direct Deposit		X		63,943.10
11/16/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,888.22	65,831.32
11/16/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,641.57	69,472.89
11/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/17			285.88	69,758.77
11/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/17			303.00	70,061.77
11/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/17			559.68	70,621.45
11/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/17			740.01	71,361.46
11/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/17			788.21	72,149.67
11/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/17			898.33	73,048.00
11/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/17			1,093.63	74,141.63
11/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/17			1,344.39	75,486.02
11/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/17			1,504.77	76,990.79
11/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/17			12,788.23	89,779.02
11/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/17			25,788.23	115,567.25
11/17/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,805.37	119,372.62
11/17/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			20,578.43	139,951.05
11/18/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,418.46	141,369.51
11/18/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,467.36	144,836.87
11/18/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	dep. correction			0.14	144,837.01

Channel Islands Beach 2013

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Register: 1002 · Checking Pacific Western

From 11/01/2021 through 11/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/19/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,480.19	146,317.20
11/19/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,258.07	148,575.27
11/19/2021	RETCK	QB:Returned Item	1200 - Accounts Recei...	Klein	261.47		148,313.80
11/22/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		555.02	148,868.82
11/22/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,061.96	151,930.78
11/22/2021	ACH	Accounting:Calpers/...	-split-	pr pd 10-30-21 ...	3,849.38		148,081.40
11/22/2021	ACH	Accounting:Calpers/...	-split-	Health Stmt.	11,206.05		136,875.35
11/22/2021	7150	IVR Technology Gro...	2000 - Accounts Payable		101.52		136,773.83
11/22/2021	7152	Famcon Pipe and Su...	2000 - Accounts Payable		320.68		136,453.15
11/22/2021	7153	FGL Environmental I...	2000 - Accounts Payable		146.00		136,307.15
11/22/2021	7154	net2phone	2000 - Accounts Payable		332.06		135,975.09
11/22/2021	7155	SSBP	2000 - Accounts Payable		1,750.00		134,225.09
11/22/2021	7156	XIO, Inc.	2000 - Accounts Payable		1,095.00		133,130.09
11/22/2021	7157	FGL Environmental I...	2000 - Accounts Payable		146.00		132,984.09
11/22/2021	7158	Nationwide Retirement	2000 - Accounts Payable	pr pd 10-30-21 ...	2,853.52		130,130.57
11/22/2021	7159	A to Z Law, LLP	2000 - Accounts Payable		858.00		129,272.57
11/22/2021	7160	JEM TECH PROS	2000 - Accounts Payable		555.00		128,717.57
11/23/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		514.65	129,232.22
11/23/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		1,493.43	130,725.65
11/23/2021	7161	Bay Alarm Company	2000 - Accounts Payable	103152	104.19		130,621.46
11/23/2021	7162	JEM TECH PROS	2000 - Accounts Payable		213.75		130,407.71
11/23/2021	7163	XIO, Inc.	2000 - Accounts Payable		1,095.00		129,312.71
11/23/2021	7168	Heidi Haines	2000 - Accounts Payable	Veteran's Day ...	282.30		129,030.41
11/23/2021	7169	PHWA	2000 - Accounts Payable		115,387.92		13,642.49
11/23/2021	7170	CUSI	2000 - Accounts Payable		101.38		13,541.11
11/23/2021	7171	EJ Harrison & Sons, ...	2000 - Accounts Payable		48,756.93		-35,215.82
11/24/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11-24		483.47	-34,732.35
11/24/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/24		1,236.79	-33,495.56
11/24/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/24		4,578.51	-28,917.05
11/24/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11-24		6,470.95	-22,446.10
11/24/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/24		10,801.92	-11,644.18
11/24/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/24		16,217.58	4,573.40
11/24/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/24		18,369.91	22,943.31
11/24/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,723.82	24,667.13
11/24/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,161.62	27,828.75
11/24/2021	7172	CIBCS-D-Petty Cash	2000 - Accounts Payable		250.00		27,578.75
11/24/2021	7173	FedEX	2000 - Accounts Payable		24.95		27,553.80
11/24/2021	7174	Sedaru, Inc.	2000 - Accounts Payable		3,045.00		24,508.80
11/26/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,005.14	25,513.94
11/26/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,880.60	29,394.54

Channel Islands Beach 2013

1/6/2022 1:26 PM

Register: 1002 · Checking Pacific Western

From 11/01/2021 through 11/30/2021

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment C</b>	<b>Deposit</b>	<b>Balance</b>
11/26/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep. Correction		0.05	29,394.59
11/29/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		583.69	29,978.28
11/29/2021	7175	Diener's Electric, Inc.	2000 - Accounts Payable		284.00		29,694.28
11/29/2021	7176	FGL Environmental I...	2000 - Accounts Payable		245.00		29,449.28
11/29/2021	7177	Miguel Zavalza	2000 - Accounts Payable		225.00		29,224.28
11/30/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/24		2,051.38	31,275.66
11/30/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		451.87	31,727.53
11/30/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		748.72	32,476.25
11/30/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Pac West		30,240.00	62,716.25
11/30/2021	7178	PB Loader Corporation	2000 - Accounts Payable	2021 Ford 550 ...	13,440.98		49,275.27

## Channel Islands Beach 2013

1/6/2022 1:27 PM

Register: 1002 · Checking Pacific Western

From 12/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/01/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			662.37	49,937.64
12/01/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,105.91	51,043.55
12/01/2021	7179	Amazon Capital Serv...	2000 - Accounts Payable		617.20			50,426.35
12/01/2021	7180	Badger Meter	2000 - Accounts Payable		1,682.99			48,743.36
12/01/2021	7181	CASA	2000 - Accounts Payable	Dues for year 2...	1,700.00			47,043.36
12/01/2021	7182	Elevated Entitlements	2000 - Accounts Payable		375.00			46,668.36
12/01/2021	7183	Underground Service...	2000 - Accounts Payable		23.20			46,645.16
12/01/2021	7184	Jarrold Lawrence	2000 - Accounts Payable		320.00			46,325.16
12/01/2021		QuickBooks Payroll ...	-split-	Created by Pay...	25,172.18			21,152.98
12/01/2021	To Print	Carol J Dillon	-split-	Direct Deposit		X		21,152.98
12/01/2021	To Print	Casey D Johnson	-split-	Direct Deposit		X		21,152.98
12/01/2021	To Print	E.D. Brock	-split-	Direct Deposit		X		21,152.98
12/01/2021	To Print	Erika F Davis	-split-	Direct Deposit		X		21,152.98
12/01/2021	To Print	Keila E Wilson	-split-	Direct Deposit		X		21,152.98
12/01/2021	To Print	Mark A Espinosa	-split-	Direct Deposit		X		21,152.98
12/01/2021	To Print	Peter A. Martinez	-split-	Direct Deposit		X		21,152.98
12/01/2021	To Print	Jesus Navarro	-split-	Direct Deposit		X		21,152.98
12/02/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			159.32	21,312.30
12/02/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			746.41	22,058.71
12/02/2021	ACH	CalPers	-split-	py pd 11-13-21...	3,849.38			18,209.33
12/02/2021	ACH	CalPers	5 - Salaries & Benefits:...	Unfunded Accr...	28.50			18,180.83
12/03/2021	DEP	QB:DEPOSIT	6 - Administrative Exp...	Dep 12/11			30.00	18,210.83
12/03/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/11			37,362.29	55,573.12
12/03/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			255.02	55,828.14
12/03/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			810.14	56,638.28
12/03/2021	7185	Diener's Electric, Inc.	2000 - Accounts Payable		284.00			56,354.28
12/03/2021	7186	IVR Technology Gro...	2000 - Accounts Payable		100.97			56,253.31
12/03/2021	7187	Performance Pipeline...	2000 - Accounts Payable		5,500.00			50,753.31
12/03/2021	7188	United States Postal ...	2000 - Accounts Payable		5,000.00			45,753.31
12/03/2021	7189	AWWA-California-...	2000 - Accounts Payable	Dues 2022	473.00			45,280.31
12/03/2021	7190	County of Ventura - ...	2000 - Accounts Payable		411.01			44,869.30
12/03/2021	7191	Hollister & Brace	2000 - Accounts Payable		300.00			44,569.30
12/03/2021	7192	Pacific Couriers	2000 - Accounts Payable		248.92			44,320.38
12/06/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,702.78	46,023.16
12/06/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			3,428.42	49,451.58
12/07/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			836.78	50,288.36
12/07/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,051.00	51,339.36
12/08/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/7			12,267.13	63,606.49
12/08/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,519.78	65,126.27
12/08/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			9,518.58	74,644.85



Channel Islands Beach 2013

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Register: 1002 · Checking Pacific Western

From 12/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/08/2021	7193	CIBCS-D-Petty Cash	2000 - Accounts Payable		180.00			74,464.85
12/09/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			143.21	74,608.06
12/09/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			7,436.49	82,044.55
12/09/2021	7194	A to Z Law, LLP	2000 - Accounts Payable		726.00			81,318.55
12/09/2021	7195	CSDA	2000 - Accounts Payable	CSDA Annual...	7,865.00			73,453.55
12/09/2021	7196	FGL Environmental I...	2000 - Accounts Payable		146.00			73,307.55
12/09/2021	7197	Nationwide Retirement	2000 - Accounts Payable		2,241.87			71,065.68
12/09/2021	7198	SoCalGas	2000 - Accounts Payable		2.98			71,062.70
12/10/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dEP 12/10			955.95	72,018.65
12/10/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/9			3,837.70	75,856.35
12/10/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/9			3,944.04	79,800.39
12/10/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/10			3,999.25	83,799.64
12/10/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/7			360.00	84,159.64
12/10/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/7			1,250.49	85,410.13
12/10/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			329.58	85,739.71
12/10/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,391.28	88,130.99
12/10/2021	ACH	Arco	4 - Maintenance Expen...	12-3-21	556.14			87,574.85
12/10/2021	ACH	Tampa Hardware 2	4 - Maintenance Expen...	11-30-21	49.97			87,524.88
12/10/2021	ACH	Aflac	*2020 - Payroll Liabilit...	Inv. 173099	235.70			87,289.18
12/10/2021	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	Inv. 0678288	1,106.55			86,182.63
12/10/2021	ACH	Cardmember Service	8000 - Suspense	11-2021	4,597.81			81,584.82
12/10/2021	ACH	Spectrum	6 - Administrative Exp...	11-18-21 020...	224.98			81,359.84
12/10/2021	ACH	Pitney Bowes Inc.	6 - Administrative Exp...	3105137145 11...	527.02			80,832.82
12/10/2021	ACH	Frontier	6 - Administrative Exp...	12-1-21	160.87			80,671.95
12/13/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			314.79	80,986.74
12/13/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,118.44	84,105.18
12/14/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,373.27	85,478.45
12/14/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,946.69	87,425.14
12/14/2021	7200	JEM TECH PROS	2000 - Accounts Payable		190.00			87,235.14
12/14/2021	7201	Foothill Communicat...	2000 - Accounts Payable	Light bars for c...	3,580.09			83,655.05
12/15/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			318.46	83,973.51
12/15/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			4,292.04	88,265.55
12/15/2021	ACH	CalPers	-split-	Pay period 11-...	3,849.38			84,416.17
12/15/2021	7199	Nationwide Retirement	2000 - Accounts Payable	pypd 11-27-21 ...	2,589.62			81,826.55
12/15/2021	7202	net2phone	2000 - Accounts Payable		332.06			81,494.49
12/15/2021	7203	SSBP	2000 - Accounts Payable		1,295.00			80,199.49
12/15/2021	7204	SWRCB	2000 - Accounts Payable	SWRCB Annu...	3,326.00			76,873.49
12/15/2021	7205	ExxonMobil Busines...	2000 - Accounts Payable		199.86			76,673.63
12/15/2021	7206	FGL Environmental I...	2000 - Accounts Payable		146.00			76,527.63
12/15/2021	7207	Sedaru, Inc.	2000 - Accounts Payable	Subscription fo...	18,720.00			57,807.63

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From 12/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/15/2021		QuickBooks Payroll ...	-split-	Created by Pay...	40,955.68			16,851.95
12/15/2021	To Print	Carol J Dillon	-split-	Direct Deposit		X		16,851.95
12/15/2021	To Print	Casey D Johnson	-split-	Direct Deposit		X		16,851.95
12/15/2021	To Print	E.D. Brock	-split-	Direct Deposit		X		16,851.95
12/15/2021	To Print	Erika F Davis	-split-	Direct Deposit		X		16,851.95
12/15/2021	To Print	Keila E Wilson	-split-	Direct Deposit		X		16,851.95
12/15/2021	To Print	Mark A Espinosa	-split-	Direct Deposit		X		16,851.95
12/15/2021	To Print	Peter A. Martinez	-split-	Direct Deposit		X		16,851.95
12/15/2021	To Print	Jesus Navarro	-split-	Direct Deposit		X		16,851.95
12/16/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	ACH Draft fro...			90,942.11	107,794.06
12/16/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			4,292.04	112,086.10
12/16/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			132.74	112,218.84
12/16/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,034.06	115,252.90
12/16/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Pac West Pymt...			90,942.11	206,195.01
12/16/2021	ACH	CalPers	-split-		11,745.36			194,449.65
12/16/2021	7208	EJ Harrison & Sons, ...	2000 - Accounts Payable	November 2021	49,013.87			145,435.78
12/16/2021	7209	FGL Environmental I...	2000 - Accounts Payable		146.00			145,289.78
12/16/2021	7210	Michael K. Nunley ...	2000 - Accounts Payable		23,895.84			121,393.94
12/16/2021	7211	PHWA	2000 - Accounts Payable		61,330.48			60,063.46
12/16/2021	7212	XIO, Inc.	2000 - Accounts Payable		1,095.00			58,968.46
12/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/17			566.00	59,534.46
12/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/15			548.85	60,083.31
12/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/17			17,056.16	77,139.47
12/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/15			32,807.11	109,946.58
12/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/15			16,268.38	126,214.96
12/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/15			15,120.21	141,335.17
12/17/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,427.04	142,762.21
12/17/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			21,433.69	164,195.90
12/17/2021	7213	CUSI	2000 - Accounts Payable		202.10			163,993.80
12/20/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			438.05	164,431.85
12/20/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,143.54	167,575.39
12/21/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			255.02	167,830.41
12/21/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,074.68	170,905.09
12/22/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/22			3,178.94	174,084.03
12/22/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/22			3,950.64	178,034.67
12/22/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/22			16,075.33	194,110.00
12/22/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,237.24	195,347.24
12/22/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,578.07	197,925.31
12/23/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			983.35	198,908.66
12/23/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,848.70	200,757.36

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From 12/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/24/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			839.51	201,596.87
12/24/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,215.33	204,812.20
12/27/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			770.33	205,582.53
12/27/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,394.42	208,976.95
12/28/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			125.02	209,101.97
12/28/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			436.73	209,538.70
12/29/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			113.16	209,651.86
12/29/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,955.43	211,607.29
12/29/2021	ACH	CalPers	-split-	Pay period 12-...	3,849.38			207,757.91
12/29/2021		QuickBooks Payroll ...	-split-	Created by Pay...	25,882.55			181,875.36
12/29/2021	7214	Kristina N Brewer	-split-		222.56			181,652.80
12/29/2021	7215	Marcia L Marcus	-split-		260.43			181,392.37
12/29/2021	7216	Robert T Nast	-split-		260.43			181,131.94
12/29/2021	7217	Sean Debley	-split-		352.78			180,779.16
12/29/2021	To Print	Carol J Dillon	-split-	Direct Deposit		X		180,779.16
12/29/2021	To Print	Casey D Johnson	-split-	Direct Deposit		X		180,779.16
12/29/2021	To Print	E.D. Brock	-split-	Direct Deposit		X		180,779.16
12/29/2021	To Print	Erika F Davis	-split-	Direct Deposit		X		180,779.16
12/29/2021	To Print	Jared Bouchard	-split-	Direct Deposit		X		180,779.16
12/29/2021	To Print	Keila E Wilson	-split-	Direct Deposit		X		180,779.16
12/29/2021	To Print	Mark A Espinosa	-split-	Direct Deposit		X		180,779.16
12/29/2021	To Print	Peter A. Martinez	-split-	Direct Deposit		X		180,779.16
12/29/2021	To Print	Jesus Navarro	-split-	Direct Deposit		X		180,779.16
12/30/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			269.45	181,048.61
12/30/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			351.66	181,400.27
12/31/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			296.88	181,697.15

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, November 9, 2021

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

President Debley called the virtual meeting to order at 5:04 P.M. In attendance, Vice President Bouchard, Director Brewer, Director Marcus, Director Nast, General Manager Peter Martinez, Clerk of the Board, Erika Davis, General Counsel, John Mathews, Office Manager, CJ Dillon, and Operations Manager Jesus (Chuy) Navarro.

**B. PUBLIC COMMENTS:**

None.

**C. CONSENT CALENDAR:**

Vice President Bouchard made the motion to approve the Consent Calendar items 2,3,4 and request a change to the agenda order to move items Closed Session D and Action Calendar item E1 to follow the Action Calendar items E2 and E3. Director Marcus seconded the motion. The motion passed.

Debley, Bouchard, Brewer, Marcus, Nast

5- Yes 0 -No

**E. ACTION CALENDAR:**

**2. Review and Adoption of Resolution 21-03: ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEE'S MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**

Office Manager Dillon presented the staff report regarding item E2. Board asked questions. Board agreed to table the item until the December meeting to give staff time to research answers to the Board's questions. No action was taken.

### **3. Overview and Discussion: Senate Bill 1383 – Organic Waste Reduction Requirements**

President Debley and General Manager Martinez shared the Cal Recycle Video. Using a PowerPoint presentation, General Manager Martinez gave a brief overview of SB 1383 and presented options to the Board. General Manager Martinez recommended the waiver application option. Board discussion ensued. Vice President Bouchard made the motion to support General Manager Martinez's recommendation to apply for the waiver, in absence of a waiver then to return the item to the Board. Meanwhile the District will continue to pursue educating the public on waste reduction. Director Brewer seconded the motion. There was no public comment. The motion passed.

ROLL CALL VOTE:

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

#### **D. CLOSED SESSION:**

**General Counsel announced the Board went into Closed Session at 5:48 p.m.**

**Public Employee Performance Evaluation (Gov. Code § 54957) Title: General Manager**

**Board went back into Open Session at 6:13 p.m. General Counsel announced the Board met in Closed Session to discuss the General Manager's evaluation. The Board by a 5-0 vote appointed a committee of Chair Debley and Vice Chair Bouchard to meet with General Manager Martinez and go over the evaluation in detail with him and furthermore to ask Pete if he would participate with filling out his goals for himself and the District and those will be reported back to the Board.**

#### **E. ACTION CALENDAR:**

**1. Annual Performance and Salary Review of District General Manager. The Board will review and consider the General Manager's performance and compensation following closed session performance evaluation.**

President Debley made the motion to provide Pete with a 2% merit increase and the maximum 3% CPI for a total of 5%. Director Marcus seconded the motion. There was no public comment. The motion passed.

ROLL CALL VOTE:

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

## **F. INFORMATION CALENDAR:**

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

President Debley reported that at the PHWA meeting the Operations report was presented and Don Villafana did offer to give a tour to the Board of the facility if the Board is interested. Vice President Bouchard reported that at the PHWA meeting the Water Contingency Plan was brought back to the meeting for approval.

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

Director Marcus thanked the Operations staff for recently helping a resident in the middle of the night and the resident was very happy to know the staff was available and how fortunate we are to have such a great staff.

Director Marcus said she attended the United Conservation District Water Sustainability Summit meeting virtually and it was very informative.

Vice President Bouchard commented on the large amount of infrastructure funding made available in late January 2022. It is specific to groundwater basins within the state of California that have an adopted Groundwater Sustainability Plan (GSP) in place. The Fox Canyon Groundwater Management Agency is being proactive by pulling together a group trying to meet to reopen the GSP to include other projects because part of that funding opportunity requires projects to be identified in the adopted GSP. At that meeting they are asking that the majority of the water community discuss water projects to include in the GSP to maximize Ventura County's funding.

Director Brewer said some owners in Hollywood Beach are hiring attorneys to handle the deck issue. The deck issue is going to the planning commission on November 18<sup>th</sup>.

Director Nast said regarding the funds available to the Special Districts it would be a good idea to investigate desalination.

President Debley asked that any of the Board members attending the Hollywood beach Veterans Day celebration please RSVP.

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

General Counsel said the Groundwater adjudication case was assigned to Judge Anderle from Santa Barbara County in error. It will probably be 5-6 months before a judge is assigned.

General Manager Martinez said Office Manager Dillon will reach out to the Board to schedule harassment training.

General Manager Martinez said hopefully the numbers for the adjusted building design will be received by November 18<sup>th</sup>.

General Manager Martinez announced that the PHWA will not be having a November meeting.

The Board Meeting adjourned at 6:40 P.M.

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Sean Debley, President



Board of Directors:

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

PETER MARTINEZ  
General Manager

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**Regular Board Meeting, January 11, 2022**

**To: Board of Directors**

**From: Peter Martinez, *General Manager***

**Subject: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 22-01  
ENABLING CONTINUED USE OF REMOTE TELECONFERENCE  
MEETINGS IN ACCORDANCE WITH ASSEMBLY BILL 361**

**Item No. D-1**

**RECOMMENDATION:**

It is recommended the Board adopt Resolution No. 22-01 authorizing remote teleconference meetings of the Legislative Bodies of the Channel Islands Beach Community Services District for the period of January 11, 2022, to February 9, 2022.

**BACKGROUND/DISCUSSION:**

In March 2020, amid concern surrounding the spread of the COVID-19 virus throughout communities in the state, California Governor Gavin Newsom issued a series of Executive Orders aimed at containing the novel coronavirus. These Orders modified or waived meeting requirements in the Brown Act Open Meetings Law for local agency public meetings so that the public health and safety of all attendees would be protected through teleconferenced or remote meetings.

On September 16, 2021, the Governor signed Assembly Bill 361 requiring an approved Resolution justifying the need to continue virtual meetings due to imminent risks to the health and safety of attendees. If approved, the attached Resolution 22-01 would become effective January 11, 2022, and remain in place until February 9, 2022.

**ATTACHMENTS:**

1. Resolution No. 22-01





Board of Directors:

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

PETER MARTINEZ  
General Manager

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RESOLUTION NO. 22-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S EXECUTIVE ORDER N-29-20 ON MARCH 17, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT FOR 30 ADDITIONAL DAYS UNTIL FEBRUARY 9, 2022, PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Channel Islands Beach Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Channel Islands Beach Community Services District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, ON MARCH 4, 2020 THE GOVERNOR’S OFFICE ISSUED A STATE OF EMERGENCY ORDER RELATED TO THE COVID-19 PANDEMIC AND THAT ORDER REMAINS EFFECTIVE AT THE TIME OF ADOPTION OF THIS RESOLUTION; and

WHEREAS, ON SEPTEMBER 17, 2021, ORDER OF THE VENTURA COUNTY HEALTH OFFICER EXTENDING THE AUGUST 20, 2021 ORDER REQUIRING ALL INDIVIDUALS IN THE COUNTY TO WEAR FACE COVERINGS IN ALL INDOOR PUBLIC SETTINGS AND BUSINESSES TO MINIMIZE THE SPREAD OF COVID-19; and

WHEREAS, the Board of Directors does hereby find that the continued risk of COVID-19 infection remains significantly higher than stated public health goals, and the Channel Islands Beach Community Services District Board Room is not sufficient in size to allow for appropriate social distancing has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Channel Islands Beach Community Services District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, all meetings will be conducted to ensure the ability for the public to continue to participate through publication of meeting agendas containing the meeting ID link and call in phone number of all remote meetings, which allow the public to listen and provide comment on any and all business being conducted before the legislative body.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and

Section 3. Re-ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of Channel Islands Beach Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of February 9, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Channel Islands Beach Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Channel Islands Beach Community Services District this 11th day of January 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



Board of Directors:

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

PETER MARTINEZ  
General Manager

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## Regular Board Meeting, January 11, 2022

**To:** Board of Directors  
**From:** CJ Dillon, *Office Manager*  
**Subject:** Election of Board Officers for Calendar Year 2022  
**Item No.** D-2

### RECOMMENDATION:

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

**FINANCIAL IMPACT:** No impact to District budget.

### BACKGROUND/DISCUSSION:

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

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

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

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

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

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

**2021 list of Positions & Assignments**

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



Board of Directors:

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

PETER MARTINEZ  
General Manager

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## Regular Board Meeting, January 11, 2022

**To:** Board of Directors  
**From:** Peter Martinez, *General Manager*  
**Subject:** CI 401 - Building and Yard Improvement Project  
**Item No.** D-3

### RECOMMENDATION:

1. Receive presentation from General Manager and Project Team
2. Authorize staff to negotiate with Coastal Architects to finalize design as presented

### BACKGROUND:

On June 8, 2021, staff presented a sixty percent design update of the new Building and Yard Improvement Project (CI 401) to the board which included detailed cost estimates for construction. The estimate received in May 2021 from Staples Construction via Coastal Architects was in the amount of \$2,986,000. As a result of the significant price increase, the Board directed staff to engage with the Project Team to value engineer the project with the goal of reducing costs where possible. Furthermore, the Board developed a Site Development Committee that was comprised of two board members and directed staff and the committee to work together on reaching a design that was in the best interest of the District and its ratepayers.

Subsequently, staff went back to the drawing board with help from the Project Team and the Site Development Committee and worked on a revised design. Staff met with the Site Development Committee on August 25, 2021, and December 7, 2021, to gather and incorporate feedback to be used in the final design proposal.

### DISCUSSION/ANALYSIS:

As a result of collaborating with the Site Development Committee and the Project Team, staff was able to identify areas of optimization for the project. The key areas included simplified building structures, alternative roofing materials, reduction in operations building modifications, and fencing materials. With that said, the revised construction cost estimate received in November of 2021 was in the amount of \$2,537,292. This resulted in a cost savings of \$448,708 due to building and yard design optimization. Therefore, staff is seeking authorization from the Board to negotiate with Coastal Architects to proceed from 60 percent design to 100 percent based on the optimized design as presented. This would allow staff to move forward with finalizing construction documents with an estimated date of completion by the end of May 2022.



Board of Directors:

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

PETER MARTINEZ  
General Manager

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**Regular Board Meeting, January 11, 2022**

**To:** Board of Directors  
**From:** Peter Martinez, *General Manager*  
**Subject:** Presentation by Dan Drugan (Calleguas Municipal Water District)  
**Item No.** D-4

**RECOMMENDATION:**

The Board to receive verbal report and presentation on drought status and provide direction to staff regarding future actions to be taken to promote water conservation.

**INFORMATION:**

Dan Drugan with the Calleguas Municipal Water District will provide a verbal update on the status of the current drought in California and the potential impacts it may have on the State Water Project supply.



Board of Directors:

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

PETER MARTINEZ  
 General Manager

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**Regular Board Meeting January 11, 2022**

**To: Board of Directors**  
**From: CJ Dillon, Office Manager**  
**Subject: 2022 Holiday Schedule and Board Meeting Dates**  
**Item No. D-5**

**RECOMMENDATION:**

Approve 2022 Holiday Schedule and Board Meeting Dates.

**FINANCIAL IMPACT:** No additional funding requested.

**BACKGROUND/DISCUSSION:**

The Board is required annually to adopt a meeting schedule and holiday schedule for the upcoming year. The holidays scheduled are the approved holidays in the memorandum of understanding (MOU) with unionized employees and are consistent with previous calendar years.

The proposed schedule includes paid holidays, floating holidays, and furlough days – defined as follows:

- **Paid holiday** – District office is closed, and staff is compensated for time off.
- **Floating holiday** – District office is open, and staff may choose to take the day off or bank hours for a future day.
- **Unpaid Holiday (furlough)** – District office is closed, and staff is not compensated. Staff may choose to forego pay or use annual leave hours.

Below is the proposed District holiday schedule for 2021.

Holiday	Date	Day	Office Status	Closure Type
New Year's 2022	12/24/2021- 1/1/2022	1 Week	Closed	Paid holiday-Unpaid holiday
MLK Day	1/17	Monday	Closed	Paid holiday
Presidents day	2/21	Monday	Closed	Paid holiday
Cesar Chavez Day	3/31	Thursday	Open	Floating holiday
Memorial Day	5/30	Monday	Closed	Paid holiday
Independence Day	7/4	Monday	Closed	Paid holiday
Labor Day	9/5	Monday	Closed	Paid holiday
Columbus Day	10/10	Monday	Open	Floating holiday
Veterans Day	11/11	Friday	Closed	Paid holiday
Thanksgiving	11/24	Thursday	Closed	Paid holiday
Day after Thanksg.	11/25	Friday	Closed	Paid holiday
Christmas	12/25	Sunday	Closed	Paid holiday
New Years 2023	1/1 and 1/2	Sun./Mon.	Closed	Paid holiday



Holiday Closure (furlough) from Dec. 24 to Jan. 2, 2023

Regularly scheduled meetings are proposed to take place on the second Tuesday of every month at 5:00 PM, and a second meeting on the fourth Tuesday in the month of April. The proposed 2022 Board Meeting dates are below.

<b>Month</b>	<b>1st Meeting</b>	<b>2nd Meeting</b>
<b>January</b>	1/11/2022	
<b>February</b>	2/8/2022	
<b>March</b>	3/8/2022	
<b>April</b>	4/12/2022	4/26/2022
<b>May</b>	5/10/2022	
<b>June</b>	6/14/2022	
<b>July</b>	7/12/2022	
<b>August</b>	DARK	
<b>September</b>	9/13/2022	
<b>October</b>	10/11/2022	
<b>November</b>	11/8/2022	
<b>December</b>	12/13/2022	

Upon Board approval at this meeting, staff will include the schedules in the January 2022 Utility Billing.

**ATTACHMENTS:**

1. Holiday and Board Meeting Schedule



**2022 Holiday Schedule**

Effective January 1, 2022

805.985.6021

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Holiday	Date of Closure	Day	Office Status	Trash Service
New Years 2022	12/24/21-1/2/2022	1 week	Closed	Regular Service
MLK Day	1/17/2022	Monday	Closed	Regular Service
Presidents day	2/21/2022	Monday	Closed	Regular Service
Cesar Chavez Day	3/31/2022	Thursday	Open	Regular Service
Memorial Day	5/30/2022	Monday	Closed	Delayed One Day
Independence Day	7/4/2022	Monday	Closed	Delayed One Day
Labor Day	9/5/2022	Monday	Closed	Delayed One Day
Columbus Day	10/10/2022	Monday	Open	Regular Service
Veterans Day	11/11/2022	Friday	Closed	Regular Service
Thanksgiving	11/24/2022	Thursday	Closed	Thur. Service Delayed 1 Day
Thanksgiving (Day after)	11/25/2022	Friday	Closed	Regular Service
Christmas Eve <b>THRU</b>	12/24/2022	Saturday	Closed	Regular Service
New Years Day 2023	1/2/2023	Monday	Closed	Regular Service

**2022 Board Meeting Schedule**

Meetings are held on the **second Tuesday** of every month at 5:00 PM  
 Regular Scheduled meetings in the same month are held on the 4th Tuesday  
 Please Check posted Agendas for dates and locations of meetings.

Month	1st Meeting	2nd Meeting
January	1/11/2022	
February	2/8/2022	
March	3/8/2022	
April	4/12/2022	4/26/2022
May	5/10/2022	
June	6/14/2022	
July	7/12/2022	
August	DARK	
September	9/13/2022	
October	10/11/2022	
November	11/8/2022	
December	12/13/2022	

Regular Location	Alternate Location
District Conference Room 353 Santa Monica Drive Channel Islands Beach, CA 93035	Hollywood Beach School 4000 Sunset Lane Channel Islands Beach, CA 93035