



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 · CIBCS.D.COM

# BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

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**NOTICE IS HEREBY GIVEN** that the Board of Directors of the Channel Islands Beach Community Services District will hold a Regular Board Meeting beginning at 6:00 P.M. on Tuesday, April 13, 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 by calling **1- 213-282-9788 and entering Conference ID: 858 695 249#**. The Agenda is as follows:

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

**B. PUBLIC COMMENTS:**

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

**C. CONSENT CALENDAR:**

1. Approve the Agenda Order
2. Financial Reports:
  - a. Cash Disbursal & Receipt Report – March 2021
3. Minutes:
  - a. March 9, 2021 Finance Committee Meeting
  - b. March 9, 2021 Regular Board Meeting
  - c. April 7, 2021 Finance Committee 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>	00000239	\$61.25	\$153.45	\$214.70
<b>b.</b>	18480-01	\$41.65	\$104.35	\$146.00
<b>c.</b>	09880-01	\$23.33	\$67.52	\$90.85
				\$451.55

**D. PUBLIC HEARING:**

**6:05 P.M.**

**1. PUBLIC HEARING ON ORDINANCE 94 OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT: AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICE DISTRICT SETTING BOARD MEMBER COMPENSATION AND REIMBURSEMENT OF CERTAIN DISTRICT-RELATED EXPENSES**

Recommendation:

- 1) Conduct public hearing, receive staff report, public testimony and close the public hearing
- 2) Perform reading in title only and adoption of Ordinance 94 effective June 13, 2021.

**E. SPECIAL PRESENTATION: SPECIAL WATER COUNSEL CANDY**

1. Special Water Counsel Candy will provide a verbal update on Oxnard-Pleasant Valley Basin Allocation Ordinance.

**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**

Recommendation:

- 1) Receive presentation and provide staff direction on proposed rate increases.
- 2) Direct Staff to prepare Prop 218 Notice and bring to the Board for review and approval.

**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. 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, April 8, 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](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

4/8/2021 2:06 PM

Register: 1002 · Checking Pacific Western

From 03/01/2021 through 03/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/01/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi		591.56	982,058.21
03/01/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		608.04	982,666.25
03/01/2021	6714	Amazon Capital Serv...	2000 - Accounts Payable		193.68		982,472.57
03/01/2021	6715	Badger Meter	2000 - Accounts Payable		1,682.99		980,789.58
03/01/2021	6716	Underground Service...	2000 - Accounts Payable		31.45		980,758.13
03/01/2021	6717	ZWORLD GIS	2000 - Accounts Payable		3,550.00		977,208.13
03/01/2021	6722	Staples	2000 - Accounts Payable		476.34		976,731.79
03/02/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		704.77	977,436.56
03/02/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi		1,255.61	978,692.17
03/02/2021	6723	Ferguson Enterprises...	2000 - Accounts Payable		58.19		978,633.98
03/02/2021	6724	Hollister & Brace	2000 - Accounts Payable		2,275.00		976,358.98
03/02/2021	6725	Jarrod Lawrence	2000 - Accounts Payable		320.00		976,038.98
03/02/2021	6726	Miguel Zavalza	2000 - Accounts Payable		225.00		975,813.98
03/03/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2-19		3,698.25	979,512.23
03/03/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2-23		15,175.83	994,688.06
03/03/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2-25		19,176.27	1,013,864.33
03/03/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2-26		420.00	1,014,284.33
03/03/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2-23		517.30	1,014,801.63
03/03/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3-1		29,591.74	1,044,393.37
03/03/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3-2		1,263.14	1,045,656.51
03/03/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		1,051.93	1,046,708.44
03/03/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi		1,580.15	1,048,288.59
03/04/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi		667.00	1,048,955.59
03/04/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		1,033.24	1,049,988.83
03/04/2021	ACH	Tampa Hardware 2	2 - Sewer System Expe...	2-28-21 39	515.55		1,049,473.28
03/04/2021	ACH	Spectrum	6 - Administrative Exp...	0207442021821	224.98		1,049,248.30
03/04/2021	ACH	Spectrum	6 - Administrative Exp...	0024284	36.73		1,049,211.57
03/04/2021	ACH	So. California Edison...	2 - Sewer System Expe...	2-17-21	273.27		1,048,938.30
03/04/2021	ACH	SCE- Office	-split-	2-20-21	275.38		1,048,662.92
03/04/2021	ACH	Aflac	*2020 - Payroll Liabilit...	594562			1,048,662.92
03/04/2021	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	0663666	1,101.55		1,047,561.37
03/04/2021	ACH	Arco	4 - Maintenance Expen...	NP59725063 3...	699.77		1,046,861.60
03/04/2021	ACH	ImageSource	6 - Administrative Exp...	25AR1243443	77.23		1,046,784.37
03/04/2021	ACH	Cardmember Service	8000 - Suspense	1-22-21 to 2-19...	3,189.79		1,043,594.58
03/04/2021	ACH	Pitney Bowes Inc.	6 - Administrative Exp...	3104576660	496.77		1,043,097.81
03/04/2021	6727	Elevated Entitlements	2000 - Accounts Payable		375.00		1,042,722.81
03/04/2021	6728	IVR Technology Gro...	2000 - Accounts Payable		100.64		1,042,622.17
03/04/2021	6729	Michael K. Nunley ...	2000 - Accounts Payable		11,839.34		1,030,782.83
03/04/2021	6730	Raftelis Financial Co...	2000 - Accounts Payable	Rate Study	9,478.75		1,021,304.08
03/05/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		586.33	1,021,890.41

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/05/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi			588.48	1,022,478.89
03/05/2021	6731	CIBCS-D-Petty Cash	2000 - Accounts Payable		175.00			1,022,303.89
03/08/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi			331.08	1,022,634.97
03/08/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,073.24	1,024,708.21
03/08/2021	6732	Nationwide Retirement	2000 - Accounts Payable	pr pd 2-20-21 t...	1,992.66			1,022,715.55
03/08/2021	6733	Base Auto Parts	2000 - Accounts Payable		178.94			1,022,536.61
03/09/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi			297.30	1,022,833.91
03/09/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			6,259.57	1,029,093.48
03/10/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi			1,228.27	1,030,321.75
03/10/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			7,847.97	1,038,169.72
03/10/2021		QuickBooks Payroll ...	-split-	Created by Pay...	24,103.29			1,014,066.43
03/10/2021	To Print	Carol J Dillon	-split-	Direct Deposit		X		1,014,066.43
03/10/2021	To Print	Casey D Johnson	-split-	Direct Deposit		X		1,014,066.43
03/10/2021	To Print	E.D. Brock	-split-	Direct Deposit		X		1,014,066.43
03/10/2021	To Print	Erika F Davis	-split-	Direct Deposit		X		1,014,066.43
03/10/2021	To Print	Keila E Wilson	-split-	Direct Deposit		X		1,014,066.43
03/10/2021	To Print	Mark A Espinosa	-split-	Direct Deposit		X		1,014,066.43
03/10/2021	To Print	Peter A. Martinez	-split-	Direct Deposit		X		1,014,066.43
03/10/2021	To Print	Jesus Navarro	-split-	Direct Deposit		X		1,014,066.43
03/11/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi			2,074.05	1,016,140.48
03/11/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			6,477.93	1,022,618.41
03/11/2021	ACH	SoCalGas	6 - Administrative Exp...	3-5-21 3400 9	44.63			1,022,573.78
03/11/2021	ACH	Mission Linen & Uni...	5 - Salaries & Benefits:...	2-28-21 212508	224.60			1,022,349.18
03/11/2021	ACH	Frontier	6 - Administrative Exp...	3-1-21 1651	160.52			1,022,188.66
03/11/2021	6734	A to Z Law, LLP	2000 - Accounts Payable		1,442.25			1,020,746.41
03/11/2021	6735	FGL Environmental I...	2000 - Accounts Payable		146.00			1,020,600.41
03/11/2021	6736	Soares, Sandall, Bern...	2000 - Accounts Payable		708.75			1,019,891.66
03/12/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/11			17,690.14	1,037,581.80
03/12/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/10			5,745.57	1,043,327.37
03/12/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/8			855.00	1,044,182.37
03/12/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi			595.98	1,044,778.35
03/12/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,869.74	1,048,648.09
03/12/2021	ACH	CalPers	-split-	pr pd 2-20-21 t...	3,770.73			1,044,877.36
03/12/2021	6737	Base Auto Parts	2000 - Accounts Payable		436.68			1,044,440.68
03/15/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/10			25.00	1,044,465.68
03/15/2021	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 3/5			150.00	1,044,615.68
03/15/2021	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 3/5			300.00	1,044,915.68
03/15/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/5			5,120.10	1,050,035.78
03/15/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 3/10			25,698.79	1,075,734.57
03/15/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/10			1,623.65	1,077,358.22

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/15/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi			1,212.72	1,078,570.94
03/15/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,549.55	1,080,120.49
03/16/2021	ACH	QB:DEPOSIT	1200 - Accounts Recei...	Pac West Pymt...			80,130.38	1,160,250.87
03/16/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi			439.15	1,160,690.02
03/16/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,814.69	1,163,504.71
03/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/15			8,746.39	1,172,251.10
03/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/16			11,648.90	1,183,900.00
03/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/17			16,288.31	1,200,188.31
03/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/12			6,803.45	1,206,991.76
03/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,666.07	1,210,657.83
03/17/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi			18,536.20	1,229,194.03
03/17/2021	6738	County of Ventura - ...	2000 - Accounts Payable		468.70			1,228,725.33
03/17/2021	6739	FGL Environmental I...	2000 - Accounts Payable		146.00			1,228,579.33
03/17/2021	6740	net2phone	2000 - Accounts Payable		333.17			1,228,246.16
03/17/2021	6741	PHWA	2000 - Accounts Payable		57,369.93			1,170,876.23
03/17/2021	6742	Proven Print Services	2000 - Accounts Payable		2,166.45			1,168,709.78
03/17/2021	6743	Raftelis Financial Co...	2000 - Accounts Payable		19,240.00			1,149,469.78
03/17/2021	6744	Ventura Pest Control...	2000 - Accounts Payable	Skunk	600.00			1,148,869.78
03/18/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi			441.34	1,149,311.12
03/18/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,472.27	1,152,783.39
03/23/2021		QuickBooks Payroll ...	-split-	Created by Pay...	24,273.36			1,128,510.03
03/23/2021	6745	Kristina N Brewer	-split-		277.05			1,128,232.98
03/23/2021	6746	Marcia L Marcus	-split-		277.05			1,127,955.93
03/23/2021	6747	Robert T Nast	-split-		323.22			1,127,632.71
03/23/2021	6748	Sean Debley	-split-		277.05			1,127,355.66
03/23/2021	To Print	Carol J Dillon	-split-	Direct Deposit		X		1,127,355.66
03/23/2021	To Print	Casey D Johnson	-split-	Direct Deposit		X		1,127,355.66
03/23/2021	To Print	E.D. Brock	-split-	Direct Deposit		X		1,127,355.66
03/23/2021	To Print	Erika F Davis	-split-	Direct Deposit		X		1,127,355.66
03/23/2021	To Print	Jared Bouchard	-split-	Direct Deposit		X		1,127,355.66
03/23/2021	To Print	Keila E Wilson	-split-	Direct Deposit		X		1,127,355.66
03/23/2021	To Print	Mark A Espinosa	-split-	Direct Deposit		X		1,127,355.66
03/23/2021	To Print	Peter A. Martinez	-split-	Direct Deposit		X		1,127,355.66
03/23/2021	To Print	Jesus Navarro	-split-	Direct Deposit		X		1,127,355.66
03/24/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	03/19-3/22/2021			47,384.72	1,174,740.38
03/24/2021	6749	Nationwide Retirement	2000 - Accounts Payable	pr pd 3-6-21 to ...	2,241.29			1,172,499.09
03/24/2021	6750	CUSI	2000 - Accounts Payable		102.40			1,172,396.69
03/24/2021	6751	FGL Environmental I...	2000 - Accounts Payable		245.00			1,172,151.69
03/24/2021	6752	Teaman, Ramirez & ...	2000 - Accounts Payable	2019-2020 audit	18,600.00			1,153,551.69
03/24/2021	6754	FGL Environmental I...	2000 - Accounts Payable		198.00			1,153,353.69

Channel Islands Beach 2013

4/8/2021 2:06 PM

Register: 1002 · Checking Pacific Western

From 03/01/2021 through 03/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/25/2021	ACH	ImageSource	6 - Administrative Exp...	25AR1220728	65.85			1,153,287.84
03/25/2021	ACH	SCE- Office	-split-	3-23-21 1547	337.55			1,152,950.29
03/25/2021	ACH	Pacific Couriers	6 - Administrative Exp...	21-03-2004	248.92			1,152,701.37
03/25/2021	ACH	AT & T	6 - Administrative Exp...	3-1-21 8855	621.46			1,152,079.91
03/25/2021	ACH	Spectrum	6 - Administrative Exp...	3-18-21 7442	224.98			1,151,854.93
03/25/2021	ACH	Spectrum	6 - Administrative Exp...	3-16-21 4284	55.44			1,151,799.49
03/25/2021	ACH	So. California Edison...	2 - Sewer System Expe...	3-18-21 4804	293.18			1,151,506.31
03/25/2021	ACH	So. California Edison...	2 - Sewer System Expe...	3-18-21 6294	768.00			1,150,738.31
03/25/2021	ACH	So. California Edison...	2 - Sewer System Expe...	3-18-21 6591	580.40			1,150,157.91
03/25/2021	6755	Ventura County Asse...	2000 - Accounts Payable	Prop. 218 Own...	73.00			1,150,084.91
03/25/2021	6756	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 1/1/21 to ...	47,040.19			1,103,044.72
03/25/2021	6757	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 2-1-21 to ...	46,601.06			1,056,443.66
03/26/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/12			160.00	1,056,603.66
03/26/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/24			9,024.18	1,065,627.84
03/26/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/25			5,219.84	1,070,847.68
03/26/2021	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/26			977.36	1,071,825.04
03/26/2021	ACH	CalPers	-split-	3-15-21	11,204.93			1,060,620.11
03/26/2021	ACH	CalPers	-split-	pr pd 3-6-21 to ...	3,788.00			1,056,832.11
03/26/2021	6758	City of Oxnard	2000 - Accounts Payable	pr pd 10-01-21 ...	232,551.97			824,280.14
03/31/2021	Dep	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/31			520.00	824,800.14
03/31/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/26			3,827.81	828,627.95
03/31/2021	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/30			5,363.32	833,991.27
03/31/2021	6759	City of Oxnard	2000 - Accounts Payable	1-1-21 to 3-31-...	232,551.97			601,439.30





Audit Report and were briefed on the key points and how it impacted the bottom line. Board asked questions. Director Brewer made the motion to approve Staff's recommendation to Approve Allocations (transfers) for June 30, 2020. Vice President Bouchard seconded the motion. The motion passed.

**ROLL CALL VOTE:**

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

Vice President Bouchard made the motion to approve Staff's recommendation number 2) Approve the Channel Islands Beach Community Services District Annual Audit Report for Fiscal Year Ended June 30, 2020 and number 3) Authorize Staff to present a Final Audit Report. President Debley seconded the motion. The motion passed all in favor.

**ROLL CALL VOTE:**

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

**F. INFORMATION CALENDAR:**

1. 2<sup>nd</sup> Review of Draft Ordinance No. 94 (Board Member Compensation)

General Manager Martinez presented a PowerPoint presentation pointing out the key changes to Ordinance No 94 as directed by the Board. Board discussion ensued. Board consensus was to direct Staff to make an additional modification to the Draft Ordinance No. 94 section #7 Expense Claim submittals. In place of the language "by the last regular business day of the calendar month" the language should be modified to read "within thirty days of the date such expenses are incurred."

2. 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.

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

President Debley reported at the PHWA meeting President Debley was nominated for Vice President of the PHWA Board. Vice President Bouchard reported that at the PHWA Board meeting there was a request for the PHWA Staff to bring back an update

to the PHWA Board on the lease agreements. Vice President Bouchard also stated that the PHWA recognized CIBCSD General Manager Martinez's efforts in keeping continuity at the PHWA during their reorganization efforts.

**G. BOARD MEMBER COMMENTS:**

Director Nast encouraged District Staff to participate in COVID vaccinations and testing.

Director Marcus also encouraged District Staff to participate in COVID vaccinations and testing.

Director Marcus reported that the parking lot next to the hotel has been cleaned up thanks to the efforts of a constituent. Director Marcus said she and her neighbors think this is great.

Vice President Bouchard encouraged the District to allow Staff time to participate in COVID vaccinations and testing during work hours.

President Debley said that there is current legislation that will be enforced in 2022 affecting the EJ Harrison hauling contract. President Debley asked Staff to have EJ Harrison do a presentation updating the Board on the changes and how these new requirements affect the District.

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

General Manager Martinez said he expects the water and sewer masterplan to be completed and presented at the next Regular Board Meeting.

General Manager Martinez said that Special Water Counsel Candy will be updating the District Board and PHWA Board next month.

General Manager Martinez announced that there will be an update on the building next month.

General Manager Martinez said the water and sewer rate study is close to completion and will be coming to the Board.

The Board Meeting adjourned at 7:16 P.M.

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Sean Debley, President

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE MEETING, March 9, 2021

**A. APPROVE THE FINANCE COMMITTEE MEETING AGENDA:**

The Finance Committee Agenda was approved, and the virtual meeting was called to order at 5:00 P.M. In attendance Vice President Bouchard, Director Nast, General Manager Peter Martinez, Office Manager CJ Dillon, Auditors Richard Teaman and Rick Gallo and Clerk of the Board, Erika Davis.

**B. REVIEW AND DISCUSS FY 2019-2020 AUDIT**

Auditors Richard Teaman and Rick Gallo presented the 2019-2020 Annual Audit Report Draft Copy and stated the outcome was a clean report. Board committee members asked questions. The Finance Committee agreed to bring the FY 2019-2020 Annual Audit Report to the Regular Board Meeting with the recommendations to approve the Channel Islands Beach Community Service District Annual Audit Report for Fiscal Year Ended June 30, 2020 and to authorize staff to present a Final Audit Report.

The Board Meeting adjourned at 5:47 P.M.

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Jared Bouchard, Vice President

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE MEETING, April 7, 2021

**A. APPROVE THE FINANCE COMMITTEE MEETING AGENDA:**

The Finance Committee Agenda was approved, and the virtual meeting was called to order at 3:04 P.M. In attendance Vice President Bouchard, Director Nast, General Manager Peter Martinez, Office Manager CJ Dillon, Raftelis Senior Manager Steve Gagnon, PE, Raftelis Senior Consultant Mihaela Coopersmith, Harbor Department Director Mark Sandoval, and Clerk of the Board, Erika Davis.

**B. REVIEW AND DISCUSS FY 2019-2020 AUDIT**

Raftelis Senior Manager, Gagnon, PE shared the Water and Wastewater presentation. Board committee members and Harbor Department Director Sandoval asked questions. Raftelis Senior Manager, Gagnon, PE, Raftelis Senior Consultant Mihaela Coopersmith General Manager Peter Martinez, and Office Manager CJ Dillon responded. The following unanswered questions that required further research will be brought back to the April 13, 2021 Regular Board Meeting:

- 1) Is there a basis to increase hours and gpm for fire flow and associated rate?
- 2) Are the 1995 pump station costs and other pump station costs correct?
- 3) Is the school and restaurant water use correct?

The Finance Committee agreed to support Staff's recommendations regarding the rate increases.

The Board Meeting adjourned at 4:42 P.M.

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Jared Bouchard, Vice 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, April 13, 2021

**To:** Board of Directors  
**From:** Peter Martinez, *General Manager*  
**Subject:** Proposed Adoption of Ordinance No. 94 (Board Member Compensation)  
**Item No.** D-1

**RECOMMENDATION:** Board to consider and adopt Ordinance No. 94 related to Board Member Compensation.

**BACKGROUND:** On January 14, 2021, staff presented the findings of a Board Member Compensation Survey. As you are aware, the results of the survey indicate the District is well below the local average compensation received by members of a Board of Directors. Of the 18 surrounding water and sanitation districts that were surveyed, the Channel Islands Beach CSD was at the bottom. Per Resolution 14-04 that was adopted in 2014, the members of the Districts' Board of Directors currently receive compensation in the amount of \$100 per day/meeting. Of the District's surveyed, the average compensation received per meeting was \$178 and the median \$186. According to District records, board member compensation for attending meetings has not increased and is currently at the same rate it was in 1989.

At the February 9, 2021 Regular Board Meeting, the board directed staff to amend the draft ordinance to include the following:

1. A "day of service" shall also include a Director's attendance at any conference where the subject matter of the conference is directly and substantively related to District Business and/or the Director has been appointed by the District's Board to serve on a District committee where the Director's attendance at the conference is required.
2. For conferences where the board has appointed members of the board to serve on a committee, conference registration, lodging, and meal expenses shall be approved without obtaining prior approval from the Board.
3. If a board member is receiving compensation from another agency for a day of service, they are not eligible to receive compensation from the Channel Islands Beach CSD.

At the March 13, 2021 Regular Board Meeting, the board directed staff to move forward with the incorporated changes and return with the intent to adopt Ordinance No. 94. Staff has since published the Notice of Public Hearing in the newspaper of general circulation for two weeks on the Board’s intent to adopt the ordinance.

**INFORMATION**

Based on direction from the board, staff is returning with the proposed *Ordinance 94 (final)* for adoption. The key changes in compensation are as follows:

Items	Resolution 14-04	Ordinance No. 94
Board Meetings	\$100	\$141
Committee Meetings	\$50	\$100
Day of Service	\$50	\$100
Limit on Meetings/month	6	10
Lodging, meals, travel	\$250	\$500
Registration Fees	\$200	\$500
Per diem	Breakfast \$15; Lunch \$15; Dinner \$30	Breakfast \$20; Lunch \$20; Dinner \$35

**NEXT STEPS**

- Public Hearing – April 13th Regular Board Meeting
- Ordinance No. 94 - April 13th agenda for consideration to adopt
- The ordinance has a “60 day” lag time, meaning that it does not become effective until after 60 days after its adoption. Water Code Section 20204.

**ATTACHMENT:** Ordinance No. 94 (Final)

**CIBCSO ORDINANCE NO. 94**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICE DISTRICT SETTING BOARD MEMBER COMPENSATION AND REIMBURSEMENT OF CERTAIN DISTRICT-RELATED EXPENSES**

**WHEREAS**, Government Code § 61047(a) authorizes and establishes that the District’s Board of Directors may receive a default compensation for their service as a Director for the Board, in an amount not to exceed one hundred (\$100.00) and limited to no more than six days of service in a calendar month; and

**WHEREAS**, Government Code § 61047(b) grants the District’s Board of Directors discretion to increase said compensation, pursuant to the process provided in Chapter 2 of Division 10 of the Water Code; and

**WHEREAS**, in 1989, the District’s Board of Directors first adopted and established board member compensation in Resolution 89-10, setting compensation at \$100.00 per day of service; and

**WHEREAS**, Board compensation has not increased since the adoption of Resolution 89-10 despite increases in the cost of living and inflation; and

**WHEREAS**, Government Code § 60147(c) authorizes a Board of Directors to receive their actual and necessary traveling and incidental expenses incurred while conducting District-related business; and

**WHEREAS**, the District’s Board of Directors adopted and established a policy for both Directors and District staff to receive reimbursement for their actual and necessary traveling and incidental expenses by adopting Resolution 14-04; and

**WHEREAS**, the reimbursement policy established in Resolution 14-04 is incorporated into this Ordinance to continue providing reimbursement for said expenses; and

**WHEREAS**, the Board of Directors seeks to exercise their discretion and increase Board Member compensation, as authorized by Government Code § 61047(b) and pursuant to the process provided in Chapter 2 of Division 10 of the Water Code, with the hope that the increase in Director compensation incentivizes the next generation of community leaders to participate in the District’s governance and become members of the District’s Board of Directors.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED** by the Board of Directors of the Channel Islands Beach Community Services District as follows:

1. **REPEAL OF CONFLICTING PROVISIONS.** All existing policies governing Board Member compensation payments and the reimbursement to Directors and/or District staff for expenses incident to their performance of official District business which conflict with the provisions of this Ordinance, including but not limited to, Resolution No. 03-04 and Resolution No. 14-04, are hereby repealed.
2. **BOARD MEMBER COMPENSATION PAYMENTS.**
  - a. *Board Meetings.* Each Director shall be eligible to receive compensation in an amount not to exceed [One Hundred Forty-One dollars] (\$141.00) for each regular, special, and/or emergency meeting of the Board of Directors attended.

- b. *Committee Meetings.* Except as provided in Section 3(b) of this Ordinance, each Director shall be eligible to receive compensation in an amount not to exceed [One Hundred dollars] (\$100.00) for each Ad-Hoc Committee meeting attended.
- c. *Day of Service.* Except as provided in Section 3(b) of this Ordinance, each Director shall be eligible to receive compensation in an amount not to exceed [One Hundred dollars] (\$100) for any other “day of service”, as that term is defined by Government Code § 61047(e), rendered by a Director or whenever service is expressly requested by the Board. A “day of service” shall also include a Director’s attendance at any conference where the subject matter of the conference is directly and substantively related to District Business and/or the Director has been appointed by the District’s Board to serve on a District committee where the Director’s attendance at the conference is required.

**3. LIMITATION ON BOARD MEMBER COMPENSATION.**

- a. No Director shall receive compensation for more than [10] meetings or “days of service” in any calendar month.
- b. *Other Compensation.* If a Director receives any type of compensation from any other public agency and/or public body for their attendance at any meeting other than a District Board Meeting, any committee meeting, any conference, and/or for any other “day of service” (“Other Compensation”) the Director forfeits and shall not receive compensation under Section 2 of this Ordinance. In no circumstance may a Director collect compensation from the District and another public agency for any single “day of service.”

**4. FUTURE ADJUSTMENTS TO BOARD COMPENSATION.** The Board may increase Board Member compensation by an amount not to exceed more than five percent (5%) each calendar year following the operative date of this Ordinance.

**5. REIMBURSEMENT OF CERTAIN EXPENSES.** Each member of the Board of Directors, the General Manager, and each staff member authorized by the General Manager, shall be entitled to have reasonable expenses that are incident to attendance at meetings, conferences, seminars, or other District business, paid by the District in accordance with the following limitations:

- a. *Registration Fees, Transportation & Lodging Expenses.* Advance payments for conference/seminar registration fees, common carrier transportation charges and lodging expenses may be prepaid by the District upon request.
  - i. The General Manager shall approve all District Employee requests for such payments whenever such requests are directly related to District business.
  - ii. Director requests are subject to the following:
    - 1. If the Director is attending a conference or meeting for which the Director’s attendance at the conference or meeting is required due to their appointment by the District’s Board to serve on a District committee requiring such attendance, the Director shall be reimbursed by the District for all related expenses, including mileage, food, combined travel expenses, conference, meeting, and/or seminar registration fees, and any other reasonable expense that are incident to attendance at such conferences and/or meetings. The Director may incur such costs and expenses without notice to the Board and without Board approval.
    - 2. Any request by a Director for pre-payment of reimbursement of lodging, meals, travel, or mileage in connection with the Director’s attendance at



any meeting or conference directly related to District business but where the Director's attendance is not required for service on a District committee, where mileage reimbursement, food, or combined travel expenses exceed five-hundred dollars (\$500.00) total, the Director shall notify the Board, and request and obtain the approval from the Board of Directors during a duly noticed regular board meeting prior to incurring any such expenses.

3. Directors desiring to attend any conference or meeting directly related to District business but where the Director's attendance is not required for service on a District committee, where the registration fees will exceed five-hundred dollars (\$500.00) shall notify the Board and request and obtain the approval from the Board of Directors during a duly noticed regular board meeting prior to incurring any such expense.
  4. If a Director fails to make a request in advance of incurring such expenses for their attendance at any meeting or conference directly related to District business but where the Director's attendance is not required for service on a District committee, then any such request for reimbursement shall be made no later than the next regularly scheduled board meeting immediately following the meeting/event for which the Director desires to receive the reimbursement payment.
  5. The General Manager may authorize travel, lodging, meal, and mileage reimbursement requests not exceeding five-hundred dollars (\$500.00) and payment of registration fees not exceeding five-hundred dollars (\$500.00).
  6. Reimbursement claims for additional expenses above the prepaid amounts shall only be paid upon the submission of a signed claim form accompanied by paid receipts.
- b. *Per Diem Allowances/Meal Expenses.* A "per diem" allowance for meals will be provided by the District at seventy-five dollars (\$75.00) per day, with no receipts required. For partial days, meal allowances shall be at the rate of twenty dollars (\$20.00) for breakfast, twenty dollars (\$20.00) for lunch, and thirty-five dollars (\$35.00) for dinner. Actual costs of meals in excess of these amounts shall only be reimbursed on submission of a signed claim form accompanied by proof of purchase and receipts. All claim forms shall be subject to the approval of the General Manager. The District shall not reimburse any Director and/or District employee for any purchase of alcoholic beverage.
- c. *Incidental Expenses.* All other incidental expenses, including but not limited to, local travel, baggage handling, taxi, ride share, etc., shall be reimbursed on submission of a signed claim form. Proof of purchase and receipt is required for each expenditure item that exceeds ten dollars (\$10). All incidental expenses shall be subject to the approval of the General Manager.
- d. *Private Vehicle Mileage.* Use of Directors' and/or District Employees' private vehicles required during the course of official District business shall be eligible for reimbursement payments from the District. Reimbursement for private vehicle mileage shall be at the mileage rate determined annually by the Internal Revenue Service (IRS). Any claim for reimbursement of private vehicle mileage shall be made by submitting a signed claim form setting forth the mileage and brief description of the reason why the individual's private

vehicle was required for use in the conduct of the District’s business, subject to the approval of the General Manager.

6. **SPOUSAL EXPENSE EXCLUSION.** Spouses of Directors and/or District employees who accompany the Director or District employee to any meeting, seminar, conference, dinner, or other official event designated as “day of service” shall not be eligible, nor shall they receive any compensation payments or reimbursement of expenses incurred by the spouse resulting from their attendance at that seminar, conference, dinner, or other official event.
7. **EXPENSE CLAIM SUBMITTALS.** Each Director and/or District Employee shall submit their monthly request for expense reimbursements to the District by the last regular business day of the calendar month. Payments shall be processed by District staff by the second regular business day of the succeeding calendar month.
8. **EFFECTIVE DATE:** This Ordinance shall become effective sixty (60) days after the date of adoption unless a petition protesting this Ordinance is presented to the Board of Directors. Any such petition shall bear the signatures of at least ten percent (10%) of the constituents within the territory of the District, as determined by the total number of votes cast in the 2018 gubernatorial election.
9. **RIGHT TO PETITION.** The constituents of the District shall have the right to petition for referendum of this Ordinance [at any time] after its adoption. If a petition for referendum is submitted to the Board of Directors that contains the signatures of at least ten percent (10%) of the constituents within the territory of the District, the Ordinance shall be suspended and reconsidered. Any ordinance proposed within one (1) year thereafter shall be submitted to the District’s constituents for a vote either a regular or special election and shall not become effective unless and until a majority of votes cast in the election are in favor of the proposed ordinance.
10. **NOTICE.** The Clerk and the Board of Directors shall certify the passage of this Ordinance and cause the same to be posted and published in accordance with the law.

**PASSED, APPROVED and ADOPTED** by the Channel Islands Beach Community Services District Board of Directors on this [DAY] day of [Month], 2021, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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[Sean Debley], President

**ATTEST:**

PETE MARTINEZ, General Manager

**APPROVED AS TO FORM:**

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JOHN MATHEWS, General Counsel

DRAFT



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, April 13, 2021**

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

**INFORMATION:**

Peter Candy will provide a verbal update on Oxnard-Pleasant Valley Basin Allocation Ordinance.



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, April 13, 2021

**To:** Board of Directors

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

**Subject:** Presentation from Raftelis Financial Consultants on the Cost of Service, Revenue Requirements and Proposed Rate Adjustments to Ensure District Water and Wastewater Enterprise Rates are in Compliance with the Requirements of Proposition 218

**Item No.** F-1

### RECOMMENDATION:

- 1) Receive presentation and provide staff direction on proposed rate increases.
- 2) Direct staff to prepare Prop 218 Notice and bring to the Board for review and approval.

### BACKGROUND:

In 2016, the District adopted a five-year rate schedule for water, sewer, and trash rates. The District is currently in the final year of the Board adopted five-year water, sewer, and trash rate schedule approved in compliance with Proposition 218. In September of 2020, the Board approved a professional services agreement with Raftelis Financial Consultants to provide financial planning and rate setting services for the upcoming five-year period. This water and sewer rate study will cover Fiscal Year Ending (FYE) 2022-2026. This has been previously presented to the Finance Committee on April 7, 2021.

### DISCUSSION:

Raftelis Financial Consultants will present their Financial Plan Model for the water and sewer utilities. The financial plan assesses the current financial status and suggests revenue adjustments to ensure long-term sustainability. In coordination with staff, Raftelis will project expenses and revenue requirements over a five-year planning period. This financial plan will incorporate operations and maintenance expenses, capital costs, debt service, and reserve funding. Additionally, Raftelis will determine the potential financial impacts on customers that result from the proposed rate structures.