



Board of Directors:

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

---

**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, September 8, 2020. 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: 637 286 31#**. 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 – July 2020
  - b. Cash Disbursal & Receipt Report – August 2020
3. Conflict of Interest Code Review and Approval
4. Minutes:
  - a. July 28, 2020 Special Board Meeting

5. 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>	05290-04	\$23.28	\$75.32	\$98.60
<b>b.</b>	04280-05	\$26.18	\$63.73	\$89.91
				\$188.51

**D. OPERATIONS AND MAINTENANCE REPORT:**

**E. ACTION CALENDAR:**

**1. AWARD CONTRACT TO RAFTELIS FINANCIAL CONSULTANTS, INC. FOR A WATER AND WASTEWATER RATE STUDY (MI 404)**

Recommendation:

- 1) Board to consider and approve a special budget appropriation in the amount of \$33,394 to be allocated to the FY 2020-21 Capital Improvement Budget for Water and Wastewater Rate Study (MI 404).
- 2) Board to consider and award contract to Raftelis Financial Consultants, Inc. for a Water and Wastewater Rate Study (MI 404) in the amount of \$68,394.

**2. NOMINATIONS FOR VENTURA LOCAL AGENCY FORMATION COMMISSION**

Recommendation:

- 1) Board discretion to nominate candidate

**F. 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 from the District for attendance was received

**G. BOARD MEMBER COMMENTS:**

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

**AGENDA POSTING CERTIFICATION**

This agenda was posted Thursday, September 3, 2020 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

9/3/2020 2:42 PM

Register: 1002 · Checking Pacific Western

From 07/01/2020 through 07/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2020		Cardmember Service	2000 - Accounts Payable	QuickBooks ge...				865,177.30
07/01/2020	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	pd 6/10/20 064...	160.23			865,017.07
07/01/2020	ACH	Mission Linen & Uni...	5 - Salaries & Benefits:...	5-31-20 212508	224.60			864,792.47
07/01/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		864,792.47
07/01/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		864,792.47
07/01/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		864,792.47
07/01/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		864,792.47
07/01/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		864,792.47
07/01/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		864,792.47
07/01/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		864,792.47
07/01/2020	To Print	Jesus Navarro	-split-	Direct Deposit		X		864,792.47
07/02/2020	6348	ACWA/Joint Powers	2000 - Accounts Payable	Period Pd. 7-1-...	903.00			863,889.47
07/03/2020	6357	ACWA/JPIA	2000 - Accounts Payable	DIC Insurance ...	4,017.30			859,872.17
07/03/2020	6358	A to Z Law, LLP	2000 - Accounts Payable	May 2020 Char...	4,378.00			855,494.17
07/03/2020	6359	ACWA/Joint Powers...	2000 - Accounts Payable	Quarter 4 4/1/2...	2,818.54			852,675.63
07/03/2020	6360	CUSI	2000 - Accounts Payable	FY 20-21 Main...	8,120.00			844,555.63
07/03/2020	6361	Famcon Pipe and Su...	2000 - Accounts Payable		398.97			844,156.66
07/03/2020	6362	IVR Technology Gro...	2000 - Accounts Payable		101.69			844,054.97
07/03/2020	6363	Michael K. Nunley ...	2000 - Accounts Payable		11,718.87			832,336.10
07/03/2020	6364	Underground Service...	2000 - Accounts Payable		31.35			832,304.75
07/03/2020	6365	ZWORLD GIS	2000 - Accounts Payable		1,667.24			830,637.51
07/03/2020	6373	CUSI	2000 - Accounts Payable		100.72			830,536.79
07/06/2020	6345	XIO, Inc.	2000 - Accounts Payable		865.00			829,671.79
07/06/2020	6374	County of Ventura - ...	2000 - Accounts Payable	2001 Ocean Dr...	750.00			828,921.79
07/06/2020	6375	FGL Environmental I...	2000 - Accounts Payable		314.00			828,607.79
07/06/2020	6376	Golden State Copier	2000 - Accounts Payable	Annual Mainte...	2,296.00			826,311.79
07/06/2020	6377	LAFCO	2000 - Accounts Payable	Lafco Apportio...	3,130.00			823,181.79
07/06/2020	6378	Staples	2000 - Accounts Payable		569.84			822,611.95
07/09/2020	6379	Titan Engineering & ...	2000 - Accounts Payable	SSMP Update	4,800.00			817,811.95
07/10/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/9			2,186.37	819,998.32
07/10/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/10			1,937.50	821,935.82
07/10/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/10			6,196.37	828,132.19
07/10/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/9			13,580.75	841,712.94
07/10/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/7			21,295.06	863,008.00
07/10/2020	ACH	CalPers	-split-	pr pd 6-13-20 t...	3,447.63			859,560.37
07/10/2020	ACH	CalPers	-split-	6-30-20 Underf...	15.82			859,544.55
07/10/2020	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	inv. 0649905	1,093.07			858,451.48
07/10/2020	ACH	Pacific Couriers	6 - Administrative Exp...	20-07-2004	235.47			858,216.01
07/10/2020	ACH	Frontier	6 - Administrative Exp...	7-1-20 1651	139.04			858,076.97
07/10/2020	6380	County of Ventura - ...	2000 - Accounts Payable		76.00			858,000.97

Channel Islands Beach 2013

9/3/2020 2:42 PM

Register: 1002 · Checking Pacific Western

From 07/01/2020 through 07/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/10/2020	6381	Ferguson Enterprises...	2000 - Accounts Payable		1,623.65			856,377.32
07/10/2020	6382	FGL Environmental I...	2000 - Accounts Payable		146.00			856,231.32
07/10/2020	6383	Grainger	2000 - Accounts Payable		120.34			856,110.98
07/10/2020	6384	PHWA	2000 - Accounts Payable		57,787.60			798,323.38
07/13/2020	6385	City National Bank	2000 - Accounts Payable	Installment Sal...	84,806.54			713,516.84
07/14/2020	6386	ACWA/JPIA	2000 - Accounts Payable	Property Progr...	2,215.45			711,301.39
07/14/2020	6387	Nationwide Retirement	2000 - Accounts Payable	pr pd 6/27/20 t...	1,885.94			709,415.45
07/14/2020	6388	SEIU, Local 721	2000 - Accounts Payable	July Dues 2020	167.50			709,247.95
07/14/2020	6389	Pro Image Sports	2000 - Accounts Payable	Chuy uniforms	226.28			709,021.67
07/14/2020		QuickBooks Payroll ...	-split-	Created by Pay...	23,188.96			685,832.71
07/15/2020	ACH	CalPers	-split-	pr pd 6/27/20 t...	3,688.72			682,143.99
07/15/2020	ACH	CalPers	-split-	Health Insurance	10,449.74			671,694.25
07/15/2020	ACH	Vanco Chrg	6 - Administrative Exp...	July E-pay serv...	96.40			671,597.85
07/15/2020	6390	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 6-1-20 to ...	46,713.90			624,883.95
07/15/2020	To Print	Carol J Dillon	-split-	Direct Deposit				624,883.95
07/15/2020	To Print	Casey D Johnson	-split-	Direct Deposit				624,883.95
07/15/2020	To Print	E.D. Brock	-split-	Direct Deposit				624,883.95
07/15/2020	To Print	Erika F Davis	-split-	Direct Deposit				624,883.95
07/15/2020	To Print	Jesus Navarro	-split-	Direct Deposit				624,883.95
07/15/2020	To Print	Keila E Wilson	-split-	Direct Deposit				624,883.95
07/15/2020	To Print	Mark A Espinosa	-split-	Direct Deposit				624,883.95
07/15/2020	To Print	Peter A. Martinez	-split-	Direct Deposit				624,883.95
07/16/2020	ACH	Vanco Chrg	6 - Administrative Exp...	Epay charges	47.54			624,836.41
07/17/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/17			19,934.40	644,770.81
07/17/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/17			8,214.78	652,985.59
07/17/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/14			9,009.04	661,994.63
07/17/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/14			12,074.25	674,068.88
07/17/2020	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 7/9			150.00	674,218.88
07/17/2020	6406	SEIU, Local 721	2000 - Accounts Payable	June 2020 Dues	167.50			674,051.38
07/22/2020	6391	CIBCS-D-Petty Cash	2000 - Accounts Payable		357.52			673,693.86
07/22/2020	6392	Coastal Architects	2000 - Accounts Payable	Building Imp.	9,368.69			664,325.17
07/22/2020	6393	Famcon Pipe and Su...	2000 - Accounts Payable		2,979.40			661,345.77
07/22/2020	6394	Hollister & Brace	2000 - Accounts Payable		1,312.50			660,033.27
07/22/2020	6395	Sam Hill & Sons, Inc.	2000 - Accounts Payable	2001 Ocean Dr...	22,551.77			637,481.50
07/22/2020	6396	United Water Conser...	2000 - Accounts Payable		0.61			637,480.89
07/22/2020	6397	Ventura County Star	2000 - Accounts Payable	Invoice 000341...	113.48			637,367.41
07/22/2020	6398	Famcon Pipe and Su...	2000 - Accounts Payable		2,746.67			634,620.74
07/22/2020	6399	net2phone	2000 - Accounts Payable		593.29			634,027.45
07/22/2020	6400	City of Oxnard	2000 - Accounts Payable	Wastewater tra...	232,551.96			401,475.49
07/22/2020	6401	FGL Environmental I...	2000 - Accounts Payable		146.00			401,329.49

Channel Islands Beach 2013

9/3/2020 2:42 PM

Register: 1002 · Checking Pacific Western

From 07/01/2020 through 07/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/24/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/22			26,391.92	427,721.41
07/24/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/22			46,185.22	473,906.63
07/24/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/23			1,494.50	475,401.13
07/24/2020	ACH	So. California Edison...	2 - Sewer System Expe...	7-17-20	197.34			475,203.79
07/24/2020	ACH	Spectrum	6 - Administrative Exp...	7-16-20	52.69			475,151.10
07/24/2020	ACH	AT & T	6 - Administrative Exp...	7-1-20 8855	648.10			474,503.00
07/24/2020	ACH	Bay Alarm Company	4 - Maintenance Expen...	103152 7-15-2...	285.00			474,218.00
07/24/2020	ACH	So. California Edison...	2 - Sewer System Expe...	7-21-20 6294	1,067.65			473,150.35
07/24/2020	ACH	So. California Edison...	2 - Sewer System Expe...	7-21-20 6591	753.02			472,397.33
07/24/2020	ACH	Spectrum	6 - Administrative Exp...	7-18-20 7442	224.98			472,172.35
07/24/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...	Volk	124.14			472,048.21
07/24/2020	6402	Pro Image Sports	2000 - Accounts Payable	uniforms	256.45			471,791.76
07/24/2020	6403	Keila Wilson	2000 - Accounts Payable		681.20			471,110.56
07/24/2020	6405	Xpress Lube	2000 - Accounts Payable	Maint. 2015 F-...	51.33			471,059.23
07/25/2020	6404	Nationwide Retirement	2000 - Accounts Payable	pr pd 7-11-20 t...	1,903.40			469,155.83
07/28/2020		QuickBooks Payroll ...	-split-	Created by Pay...	23,791.85			445,363.98
07/29/2020	DD	Carol J Dillon	-split-	Direct Deposit		X		445,363.98
07/29/2020	DD	Casey D Johnson	-split-	Direct Deposit		X		445,363.98
07/29/2020	DD	E.D. Brock	-split-	Direct Deposit		X		445,363.98
07/29/2020	DD	Erika F Davis	-split-	Direct Deposit		X		445,363.98
07/29/2020	DD	Keila E Wilson	-split-	Direct Deposit		X		445,363.98
07/29/2020	DD	Mark A Espinosa	-split-	Direct Deposit		X		445,363.98
07/29/2020	DD	Peter A. Martinez	-split-	Direct Deposit		X		445,363.98
07/29/2020	DD	Jesus Navarro	-split-	Direct Deposit		X		445,363.98
07/30/2020	ACH	CalPers	-split-	pr pd 7-11-20 t...	3,705.69			441,658.29
07/31/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/27			10,983.19	452,641.48
07/31/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/27			11,516.26	464,157.74
07/31/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/29			975.19	465,132.93
07/31/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/27			104.75	465,237.68

Channel Islands Beach 2013

9/2/2020 3:24 PM

Register: 1002 · Checking Pacific Western

From 08/01/2020 through 08/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/04/2020	6407	Badger Meter	2000 - Accounts Payable		1,682.99			463,554.69
08/04/2020	6408	Miguel Zavalza	2000 - Accounts Payable		225.00			463,329.69
08/04/2020	6409	Service-Pro Fire Prot...	2000 - Accounts Payable	Annual Fire Ex...	300.98			463,028.71
08/04/2020	6410	Underground Service...	2000 - Accounts Payable		13.20			463,015.51
08/04/2020	6411	ZWORLD GIS	2000 - Accounts Payable		1,250.00			461,765.51
08/07/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/6			15,769.27	477,534.78
08/07/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/4			6,860.28	484,395.06
08/07/2020	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	inv. 0651609	1,093.07			483,301.99
08/07/2020	ACH	SCE- Office	-split-	07/22/20	223.88			483,078.11
08/07/2020	ACH	Cardmember Service	8000 - Suspense	July 2020	4,496.13			478,581.98
08/07/2020	ACH	ImageSource	6 - Administrative Exp...	25AR1157391	74.26			478,507.72
08/07/2020	ACH	Mission Linen & Uni...	5 - Salaries & Benefits:...	7-31-20	280.75			478,226.97
08/07/2020	ACH	Tampa Hardware 2	2 - Sewer System Expe...	7-31-20	131.39			478,095.58
08/07/2020	ACH	Pacific Couriers	6 - Administrative Exp...	20-08-2004	235.47			477,860.11
08/07/2020	ACH	Arco	4 - Maintenance Expen...	8-3-20	927.89			476,932.22
08/07/2020	6412	County of Ventura - ...	2000 - Accounts Payable	925 Ocean Dr.	170.00			476,762.22
08/07/2020	6413	County of Ventura - ...	2000 - Accounts Payable		420.16			476,342.06
08/07/2020	6414	Jarrod Lawrence	2000 - Accounts Payable		320.00			476,022.06
08/07/2020	6415	Michael K. Nunley ...	2000 - Accounts Payable		29,864.09			446,157.97
08/07/2020	6416	Nationwide Retirement	2000 - Accounts Payable	pr pd 7/25/20 t...	1,885.55			444,272.42
08/07/2020	6417	Service-Pro Fire Prot...	2000 - Accounts Payable	Fire extinguish...	100.00			444,172.42
08/07/2020	6419	Coastal Architects	2000 - Accounts Payable	Planning work ...	13,902.00			430,270.42
08/07/2020	6420	Elevated Entitlements	2000 - Accounts Payable		975.00			429,295.42
08/07/2020	6421	FGL Environmental I...	2000 - Accounts Payable		146.00			429,149.42
08/07/2020	6422	CUSI	2000 - Accounts Payable		101.38			429,048.04
08/07/2020	6423	FGL Environmental I...	2000 - Accounts Payable		267.00			428,781.04
08/11/2020	ACH	CalPers	-split-		3,705.69			425,075.35
08/11/2020	ACH	CalPers	5 - Salaries & Benefits:...	Unfunded Accr...	15.82			425,059.53
08/11/2020	6424	VCSDA	2000 - Accounts Payable	VCSDA Annu...	150.00			424,909.53
08/11/2020	6425	A to Z Law, LLP	2000 - Accounts Payable		2,812.50			422,097.03
08/11/2020	6426	Ferguson Waterworks	2000 - Accounts Payable		137.02			421,960.01
08/11/2020	6427	FGL Environmental I...	2000 - Accounts Payable		146.00			421,814.01
08/11/2020		QuickBooks Payroll ...	-split-	Created by Pay...	23,294.54			398,519.47
08/12/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		398,519.47
08/12/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		398,519.47
08/12/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		398,519.47
08/12/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		398,519.47
08/12/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		398,519.47
08/12/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		398,519.47
08/12/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		398,519.47

Channel Islands Beach 2013

9/2/2020 3:24 PM

Register: 1002 · Checking Pacific Western

From 08/01/2020 through 08/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/12/2020	To Print	Jesus Navarro	-split-	Direct Deposit		X		398,519.47
08/13/2020	6429	PHWA	2000 - Accounts Payable		59,181.97			339,337.50
08/13/2020	6430	Soares, Sandall, Bern...	2000 - Accounts Payable		2,050.00			337,287.50
08/14/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/12			19,142.79	356,430.29
08/14/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/10			13,766.76	370,197.05
08/14/2020	6428	AWA	2000 - Accounts Payable	virtual meeting...	25.00			370,172.05
08/14/2020	6431	XIO, Inc.	2000 - Accounts Payable		865.00			369,307.05
08/14/2020	6432	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 7/1/20 to ...	48,056.46			321,250.59
08/17/2020	ACH	CalPers	-split-		10,449.74			310,800.85
08/18/2020	6433	CWEA	2000 - Accounts Payable	Membership & ...	283.00			310,517.85
08/19/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...	ACH Return R...	367.65			310,150.20
08/19/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...	ACH Return S...	89.10			310,061.10
08/20/2020	6435	CIBCS-D-Petty Cash	2000 - Accounts Payable		1,459.33			308,601.77
08/21/2020	DEP	QB:DEPOSIT	3120 Sewer Revenues:...	Dep 8/21 pr pd...			236,351.39	544,953.16
08/21/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/18			40,354.05	585,307.21
08/21/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/21			18,671.95	603,979.16
08/21/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/21			5,538.78	609,517.94
08/21/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/18			1,002.35	610,520.29
08/21/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/20			1,757.26	612,277.55
08/21/2020	ACH	CalPers	-split-	pr pd 8/8/20 to ...	3,705.69			608,571.86
08/21/2020	6436	FGL Environmental I...	2000 - Accounts Payable		391.00			608,180.86
08/21/2020	6441	Diener's Electric, Inc.	2000 - Accounts Payable	H Station	484.00			607,696.86
08/24/2020	6437	JEM TECH PROS	2000 - Accounts Payable	Onsite Security...	1,128.75			606,568.11
08/24/2020	6438	Nationwide Retirement	2000 - Accounts Payable	pr pd 8/8/20 o ...	1,914.54			604,653.57
08/24/2020	6439	VRSD	2000 - Accounts Payable		1,254.00			603,399.57
08/24/2020	6440	TC Experts, Inc.	2000 - Accounts Payable		1,773.00			601,626.57
08/25/2020		QuickBooks Payroll ...	-split-	Created by Pay...	24,033.97			577,592.60
08/26/2020	6442	Diener's Electric, Inc.	2000 - Accounts Payable	B station	561.16			577,031.44
08/26/2020	6443	Hollister & Brace	2000 - Accounts Payable		437.50			576,593.94
08/26/2020	6446	Elevated Entitlements	2000 - Accounts Payable		1,087.50			575,506.44
08/26/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		575,506.44
08/26/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		575,506.44
08/26/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		575,506.44
08/26/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		575,506.44
08/26/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		575,506.44
08/26/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		575,506.44
08/26/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		575,506.44
08/26/2020	To Print	Jesus Navarro	-split-	Direct Deposit		X		575,506.44
08/27/2020	6444	net2phone	2000 - Accounts Payable		327.35			575,179.09
08/27/2020	6445	Performance Pipeline...	2000 - Accounts Payable	Sewer Line Ma...	4,375.00			570,804.09



Channel Islands Beach 2013

9/2/2020 3:24 PM

Register: 1002 · Checking Pacific Western

From 08/01/2020 through 08/31/2020

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>
08/28/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/27		775.00	571,579.09
08/28/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/27		8,599.08	580,178.17
08/28/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/26		1,191.49	581,369.66
08/28/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/26		8,507.12	589,876.78
08/28/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/26		29,157.49	619,034.27
08/31/2020	6447	A to Z Law, LLP	2000 - Accounts Payable		537.50		618,496.77



Board of Directors:

BOB NAST, President  
SEAN DEBLEY, Vice President  
JARED BOUCHARD, Director  
KRISTINA BREWER, Director  
MARCIA MARCUS, 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 · CIBCSD.COM

**Regular Board Meeting, September 8, 2020**

**To: Board of Directors**  
**From: CJ Dillon, Office Manager**  
**Subject: 2020 Local Agency Biennial Review of District Conflict of Interest**  
**Item No. Code Consent Calendar**

**RECOMMENDATION:**

1. Approve Biennial Conflict of Interest Code and direct staff to file required notice with the County of Ventura

**FINANCIAL IMPACT:** No Financial Impact

**BACKGROUND:**

The Political Reform Act requires government agencies to review their "Conflict of Interest Code" every two years. The District performed the last review in September 2018.

**DISCUSSION/ANALYSIS**

The District Code is still in compliance as is, and no amendment is needed this year.

## 2020 Local Agency Biennial Notice

Name of Agency: Channel Islands Beach Community Services District  
Mailing Address: 353 Santa Monica Drive, Oxnard, CA 93035  
Contact Person: CJ Dillon Phone No. 805-985-6021  
Email: cdillon@cibcsd.com Alternate Email: edavis@cibcsd.com

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

**Verification** (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

September 8, 2020

*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to: **E-Mail to: [form700clerk@ventura.org](mailto:form700clerk@ventura.org)**

*or*

**Mail to: Clerk of the Board of Supervisors  
800 S. Victoria Avenue, L# 1920  
Ventura, CA 93009-1920**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

[www.fppc.ca.gov](http://www.fppc.ca.gov)  
FPPC Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) (866.275.3772)

Page 1 of 1

**CONFLICT OF INTEREST CODE**  
**Channel Islands Beach Community Services District**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Channel Islands Beach Community Services District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Channel Islands Beach Community Services District. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this 8 day of September 2020:

By: \_\_\_\_\_  
Print Name: Peter Martinez  
Title: General Manager

## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

**EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS**

<b># of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES (From Exhibit B)</b>	<b>FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])</b>
5	Board of Directors	1	COB
1	General Manager	1	COB
1	District Counsel	1	COB
Consultants <sup>1</sup>			

---

<sup>1</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
SPECIAL BOARD MEETING, July 28, 2020

**A. CALL TO ORDER, ROLL CALL:**

President Nast called the virtual meeting to order at 6:03 P.M. In attendance, Vice President Debley, Director Bouchard, Director Brewer, Director Marcus, General Manager Pete 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:**

Director Brewer made the motion to approve the Consent Calendar and Director Bouchard seconded the motion. The motion passed all in favor.

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

**D. ACTION CALENDAR:**

**1. AUTHORIZATION FOR GENERAL MANAGER TO APPROVE AN AGREEMENT FOR ASSET AND OPERATIONAL MANAGEMENT AND RELATED SUPPORT SERVICES WITH SEDARU (CI 403)**

Using a PowerPoint presentation, General Manager Martinez explained key points of the Agreement for Asset and Operational Management and Related Support Services with Sedaru. Board asked questions. Director Bouchard made the motion to approve Staff's recommendation to authorize the General Manager to enter into a contract with Sedaru for Asset and Operational Management. Director Marcus seconded the motion. There was no public comment. The motion passed.

**ROLL CALL VOTE:**

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

## **2. AWARD OF CONTRACT FOR SEWER REHABILITATION PROJECT – CI 201**

General Manager Martinez used a PowerPoint presentation to give an overview of the key dates on the background of the sewer rehabilitation project , explained that the project (CI 201) was already approved in the Capital Improvement Program Budget, presented the bid results, explained the next steps concerning the project and gave the staff's recommendation. Director Bouchard made the motion to approve the contract with Nuline Technologies, Inc. for a not-to-exceed amount of \$481,000 for the Sewer Rehabilitation Project however any change orders that exceed \$20,000 need to be returned to the Board. Director Marcus seconded the motion. There was no public comment. The motion carried.

### **ROLL CALL VOTE:**

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

### **E. INFORMATION CALENDAR:**

1. Receive report regarding the extension of the 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 report.

### **F. BOARD MEMBER COMMENTS:**

Director Marcus asked if there were any expenditures from the \$100,000 emergency fund due to the pandemic.

Director Bouchard said that the District staff has not spent any of the \$100,000 emergency fund.

President Nast asked if he could share information regarding wastewater epidemiology testing with the Board.

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

General Counsel asked President Nast to send the information regarding wastewater epidemiology testing to General Manager Martinez and he would decide whether the information is shared with the Board.



General Manager Martinez said that the City of Oxnard is participating in wastewater epidemiology testing.

General Manager Martinez explained the CUP application was extended due to the COVID situation. District is expecting comment back at the end of the month.

General Manager Martinez said that the Board will continue to be updated on the Oxnard-Hueneme pipeline sub-allocation at the next Regular Board meeting.

The Board Meeting adjourned at 7:09 P.M.

---

Bob Nast, President



Board of Directors:

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

## Regular Board Meeting, September 8, 2020

**To:** Board of Directors  
**From:** Peter Martinez, *General Manager*  
**Subject:** Award Contract to Raftelis Financial Consultants, Inc. for a Water and Wastewater Rate Study (MI 404)  
**Item No.** E-1

### RECOMMENDATION:

1. Board to consider and approve a special budget appropriation in the amount of \$33,394 to be allocated to the FY 2020-21 Capital Improvement Budget for Water and Wastewater Rate Study (MI 404).
2. Board to consider and award contract to Raftelis Financial Consultants, Inc. for a Water and Wastewater Rate Study (MI 404) in the amount of \$68,394.

### BACKGROUND/DISCUSSION:

In fiscal year 2015-16, the District completed a financial plan and cost of service study for both its water and wastewater enterprises. This study's primary impetus included developing equitable rates that complied with Proposition 218, which covered the 5-year period between FY 2015-16 through FY 2020-21.

In order to ensure long-term fiscal sustainability, it is recommended the District engage in a new Water and Wastewater Rate Study for a 5-year period that covers FY 2021-22 through FY 2025-26. The contract with Raftelis includes the following tasks:

1. Project Management
2. Water and Wastewater Financial Plan
3. Cost of Service Analysis
4. Rate Design and Customer Impacts
5. Draft and Final Reports
6. Presentations (2) at District Board Meetings
7. Public Hearing

The objectives of the study will be to develop financial plans and propose revenue adjustments for the Waster and Sewer Enterprises to ensure financial sufficiency, by meeting operation and maintenance costs, ensuring sufficient funding of District financial reserves, and funding capital projects. Additionally, a cost-of-service analysis will be conducted to develop fair and equitable water and sewer rates compliant with Proposition 218 that adequately recover costs, while promoting revenue stability. Raftelis is in a good position to help the District update its financial plan and rates as they performed the previous study for the District.

**FINANCIAL IMPACT:**

Funding had been previously allocated and approved as part of the FY 2020-21 Capital Improvement Budget in the amount of \$35,000. However, additional funding in the amount of \$33,394 will be necessary to perform this study for a total of \$68,394. There is sufficient funding in the Water and Wastewater Capital Reserves to support this study

**ATTACHMENTS:**

1. Proposed Contract with Raftelis Financial Consultants, Inc.

**PROFESSIONAL SERVICES AGREEMENT**  
**between**  
**CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT**  
**and**  
**RAFTELIS FINANCIAL CONSULTANTS, INC**  
**for**  
**WATER AND WASTEWATER RATE STUDY**

The Channel Islands Beach Community Services District, herein "DISTRICT", and Raftelis Financial Consultants, Inc., herein "CONSULTANT", agree as follows:

**SECTION 1 - PURPOSE**

Under this Agreement, the CONSULTANT shall provide Financial Planning and Rate Setting Services.

**SECTION 2 - SCOPE OF SERVICES**

The CONSULTANT shall, in good workmanlike and professional manner and at its own expense, furnish all of the technical, administrative, professional and other labor, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities necessary to perform and complete the work and provide the services as set forth in Exhibit "A" of this Agreement.

**SECTION 3 - TERM**

The term of this Agreement shall be for a period of twelve (12) months commencing on notice to proceed.

**SECTION 4 - ACCEPTANCE**

This Agreement constitutes the DISTRICT'S offer to the CONSULTANT. Unless the CONSULTANT notifies the DISTRICT, in writing to the contrary, the commencement of performance required by this offer shall be conclusive evidence of the CONSULTANT'S approval of, and consent to the terms and conditions of this Agreement herein contained.

**SECTION 5 - TERMINATION**

(a) The DISTRICT may terminate or cancel this Agreement, in whole or in part, without liability to the DISTRICT, if CONSULTANT fails to perform in accordance with the

requirements of Section 2 – Scope of Services of this Agreement, or in the event of a substantial breach of any of the other terms or conditions hereof.

(b) The DISTRICT may also terminate this Agreement, in whole or in part, even though CONSULTANT is not in default hereunder and no breach hereof has occurred, by notice in writing at any time. Such notice shall state the extent and effective date of termination and upon the receipt by CONSULTANT of such notice, CONSULTANT will, as and to the extent prescribed by the DISTRICT, stop work under the Agreement and placement of further purchase orders or subcontracts hereunder, terminate work under purchase order and subcontracts outstanding hereunder, and take any necessary action to protect property in the CONSULTANT'S possession in which the DISTRICT, has or may acquire an interest.

### **SECTION 6 – AGREEMENT ADMINISTRATION**

The Project Manager is the DISTRICT'S designated representative responsible for the administration of this Agreement. The Project Manager for this Agreement is:

Pete Martinez, General Manager  
353 Santa Monica Drive  
Oxnard, CA 93035  
(805) 985-6021  
[pmartinez@cibcsd.com](mailto:pmartinez@cibcsd.com)

### **SECTION 7 - CONSIDERATION**

The DISTRICT shall compensate the CONSULTANT on a time-and-material basis at the rates and in the amounts shown in Exhibit "B". Total payments shall not exceed **Sixty-Four Thousand Nine Hundred Sixty-Six (\$68,394.00) dollars.**

### **SECTION 8 -BILLING**

(a) CONSULTANT'S invoices shall be submitted on a monthly basis for the previous month's services.

- (b) CONSULTANT shall submit an itemized invoice that includes:
- (1) Date or period of service.
  - (2) A complete description of the services performed.
  - (3) DISTRICT'S project name.
  - (4) The name of the DISTRICT'S Project Manager.

- (5) CONSULTANT'S remittance address.
- (6) Name and phone number of CONSULTANT'S accounts receivable representative.
- (c) When applicable, CONSULTANT'S invoice shall be accompanied by support documentation sufficient to validate the charges for each invoice item.
- (d) CONSULTANT shall submit invoices to the following address:  
  
Channel Islands Beach Community Services District  
Attn: Accounts Payable  
353 Santa Monica Drive  
Oxnard, CA 93035
- (e) Incomplete invoices will be returned to the CONSULTANT.
- (f) DISTRICT'S payment terms are **Net 30 days** after receipt of invoice.

#### **SECTION 9 - NOTICES**

Notices required or permitted shall be given by personal delivery or by first class mail, postage prepaid, or facsimile transmission.

To: CONSULTANT  
Raftelis Financial Consultants, Inc.  
Attn: Steve Gagnon, Senior Manager  
455 S. Figueroa Street, Suite 1925  
Los Angeles, CA 90071

To: DISTRICT  
Channel Islands Beach Community Services District  
Attn: Pete Martinez, General Manager  
353 Santa Monica Drive  
Oxnard, CA 93035

Phone: (805) 985-6021

## **SECTION 10 - OWNERSHIP OF DATA, REPORTS, AND DOCUMENTS**

The CONSULTANT shall deliver to the General Manager notes of surveys made, all reports of tests made, studies, reports, plans, a copy of electronic and digital files, and other materials and documents which shall be the property of the DISTRICT. The CONSULTANT is released from responsibility to third parties for the use by DISTRICT of data, reports, and documents on other projects. The CONSULTANT may retain copies of such documents for its own use. The DISTRICT may use or reuse the materials prepared by CONSULTANT without additional compensation to CONSULTANT.

## **SECTION 11 - CONFIDENTIALITY**

Except as required by law, CONSULTANT will not disclose or cause their respective officers, directors, employees, representatives, agents, advisors, or subconsultants to disclose or use any of the content of negotiations or Confidential Information furnished, or otherwise permitted for review, by one party to the other in connection with the proposed transactions. For purposes of this paragraph, "Confidential Information" means information supplied by one party to the other, except information which is part of public record.

## **SECTION 12 - FORCE MAJEURE**

Any prevention, delay, nonperformance or stoppage due to any of the following causes shall excuse nonperformance for a period equal to the duration of the force majeure event. The causes referred to above are strikes, walkouts, labor disputes, failure of power, irresistible superhuman cause, acts of public enemies of the State or United States, riots, insurrections, civil commotion, governmental restrictions or regulations or controls (except those reasonably foreseeable in connection with the uses contemplated by this Agreement), casualties not contemplated by insurance provisions of this agreement, or other causes beyond the reasonable control of the party obligated to perform.

## **SECTION 13 - INDEMNIFICATION**

CONSULTANT shall hold harmless, defend at its own expense, and indemnify DISTRICT, its officers, employees, and agents against any and all liability, claims, losses, damages, or expenses, including reasonable attorneys' fees, arising from all negligent or reckless acts or omissions, or acts of willful misconduct of CONSULTANT or its officers, agents, or employees in rendering services under this agreement; excluding, however,

such liability, claims, losses, damages, or expenses arising solely from DISTRICT'S active negligence or willful acts.

#### **SECTION 14 - INSURANCE REQUIREMENTS**

(a) The CONSULTANT shall procure and maintain, for the duration of the contract insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work hereunder by the CONSULTANT, officers, agents, employees, or volunteers.

(b) The CONSULTANT shall provide the following coverages:

(1) Commercial General Liability insurance written on an occurrence basis (Insurance Service Office ("ISO") policy form CG 00 01 or insurer's equivalent) in the amount of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The insurance policy shall be amended to provide that the general aggregate limit shall apply separately to the work under this contract or the general aggregate shall be twice the required per occurrence limit.

(2) Business Automobile Liability insurance insuring all owned, non-owned and hired automobiles - coverage code 1 "any auto" (Insurance Service Office policy form CA 0001 or insurer's equivalent) in the amount of \$1,000,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation and Employer's Liability Insurance - The CONSULTANT and all sub-consultants shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on or about the work site, in accordance with the "Workers' Compensation and Insurance Act", Division IV of the Labor Code of the State of California and any Acts amendatory thereof. The CONSULTANT shall provide employer's liability insurance with limits of no less than \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

(4) Professional Liability insurance appropriate to the CONSULTANT'S profession providing coverage for loss, damage or injury arising out of professional acts, errors or omissions in the amount of \$1,000,000 per claim. If a general policy aggregate limit is applicable to the coverage, the general policy aggregate limit shall apply separately to this contract (with an appropriate endorsement) or the general policy aggregate limit shall be twice the required per claim limit.

(c) The required limits for the insurance policies required above may be satisfied by a combination of a primary policy and an excess or umbrella policy.



(d) The insurance policies required above shall contain or be endorsed to contain the following specific provisions:

(1) Commercial General Liability - The DISTRICT and its Board Members, officers, employees, agents and volunteers are added as additional insureds. Additional insured endorsements shall provide coverage at least as broad as Commercial General Liability ISO form CG 20 10 11 85. If ISO form CG 20 10 11 85 is not provided, then ISO form CG 20 10 XX XX [most current version] may be provided but must be accompanied by ISO form CG 20 37 XX XX [most current version].

(2) The CONSULTANT'S insurance shall be primary insurance as respects the DISTRICT, its Board Members, officers, employees, agents and volunteers and any insurance or self-insurance maintained by the DISTRICT shall be excess of the CONSULTANT'S insurance and shall not contribute to it.

(3) Any failure to comply with the claim reporting provisions of the policies or any breach of a policy warranty shall not affect coverage under the policy provided to the DISTRICT, its Board Members, officers, employees, agents and volunteers.

(4) The policies shall contain a waiver of transfer rights of recovery ("waiver of subrogation") against the DISTRICT, its Board Members, officers, employees, agents and volunteers for any claims arising out of the work of the CONSULTANT.

(5) The policies may provide coverage which contains deductible or self insured retentions. Such deductible and/or self insured retentions shall not be applicable with respect to the coverage provided to the DISTRICT under such policies. The CONSULTANT shall be solely responsible for deductible and/or self insured retention and the DISTRICT, at its option, may require the CONSULTANT to secure the payment of such deductible or self insured retentions by a surety bond or an irrevocable and unconditional letter of credit. The insurance policies that contain deductibles or self insured retentions in excess of \$25,000 per occurrence shall not be acceptable without the prior approval of the DISTRICT.

(6) Prior to start of work under the contract, the CONSULTANT shall file with the DISTRICT evidence of insurance as required above from an insurer or insurers certifying to the required coverage. The coverage shall be evidenced on an ACORD Certificate of Insurance form (latest version) and be signed by an authorized representative of the insurer(s). A copy of ISO form CG 20 10 11 85 (or ISO form CG 20 10 XX XX [latest version] accompanied by ISO form CG 20 37 XX XX [latest version]) required in above shall be attached to the Certificate of Insurance at the time that it is filed with the DISTRICT. Should the required coverage be furnished under more than one policy of insurance, the CONSULTANT may submit as many certificates of insurance as needed to provide the

required amounts. The DISTRICT reserves the right to require certified complete copies of any insurance coverage required by this contract but the receipt of such policy or policies shall not confer responsibility upon the DISTRICT as to sufficiency of coverage.

(7) All Coverages:

(i) Each policy required in this Section shall contain a policy cancellation clause that provides that the policy shall not be canceled or otherwise terminated by the insurer or the CONSULTANT or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the DISTRICT, Attention: Project Manager.

(e) All insurance required by this contract shall be placed with insurers licensed by the State of California to transact insurance business of the types required herein. Each insurer shall have a current AM Best rating of not less than A:VII unless prior approval is secured from the DISTRICT as to the use of such insurer.

(f) The CONSULTANT shall include all subconsultants as insureds under its policies or shall furnish separate certificates and endorsements for each sub-consultant and sub-supplier.

(g) All coverages for sub-consultants shall be subject to all of the requirements stated herein. The CONSULTANT shall maintain evidence of compliance with the insurance requirements by the sub-consultants at the job site and make them available for review by the DISTRICT.

(h) CONSULTANT shall submit all required insurance documentation identified herein to DISTRICT not later than seven (7) calendar days from the initial receipt of this agreement for signature.

### **SECTION 15 – RIGHT TO AUDIT**

Following execution of this Agreement and for a period of three years following the completion of performance, DISTRICT shall have the right to audit the CONSULTANT'S invoices and all supporting documentation generated in performance of this agreement.

### **SECTION 16 - ATTORNEY'S FEES**

If any action is instituted to enforce this Agreement, the prevailing party shall be reimbursed all reasonable attorneys' fees, costs of collection, as well as any other costs and expenses incurred in connection with the enforcement effort.

### **SECTION 17 - ASSIGNMENT**

CONSULTANT shall not assign, sell, or otherwise transfer any obligation or interest in this Agreement without the specific written consent of the DISTRICT.

### **SECTION 18 - INDEPENDENT CONSULTANT**

The CONSULTANT is an independent CONSULTANT and not an employee of the DISTRICT.

### **SECTION 19 - APPLICABLE LAW**

This Agreement shall be construed in accordance with and governed by the laws of the State of California.

### **SECTION 20 - LABOR COMPLIANCE**

(a) Public Works

(1) Portions of this project for which services are provided in performance of this agreement may be considered a "Public Work" for purposes of prevailing wage laws.

(2) Channel Islands Beach Community Services District will file a form PWC-100 with the Department of Industrial Relations ("DIR") for this project, when applicable.

(3) A consultant, contractor, subconsultant or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for Public Work, unless currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5. An unregistered consultant or contractor may submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the consultant or contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

(b) Prevailing Wages

(1) CONSULTANT, subconsultants and subcontractors will not pay less than the prevailing rates of wages. A determination of the general prevailing rates of per diem wages and holiday and overtime work where the work is to be performed is on file at the Agency's offices. CONSULTANT will post one copy of the prevailing rates of wages at the job site.

(2) CONSULTANT shall forfeit as penalty to the Agency a sum of not more than \$200.00 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates. This penalty shall be in addition to any shortfall in wages paid.

(c) Travel and Subsistence Payments - Travel and subsistence payments shall be paid to each worker as specified by the Department of Industrial Relations for the particular craft, classification, or type of work.

(d) Hours of Work

(1) Eight (8) hours' labor constitutes a legal day's work. Workers shall be paid at a rate of one and one-half times the basic rate of pay for work in excess of eight (8) hours during a calendar day or 40 hours during a calendar week of the foregoing hours.

(2) As a penalty for failure to pay overtime when required, the CONSULTANT, subconsultant or subcontractor shall forfeit to the Agency \$25.00 for each worker for each calendar day during which such worker works more than eight (8) hours and is not paid overtime, and for each week during which such worker works more than 40 hours and is not paid overtime.

(e) Certified Payroll - CONSULTANT shall keep and make available an accurate record showing the name of each worker and hours worked each day and each week by each worker. CONSULTANT, subconsultant and subcontractor shall furnish electronic certified payroll records to the Labor Commissioner in accordance with Labor Code Section 1771.4

(f) Apprentices - CONSULTANT shall comply with the Labor Code concerning the employment of apprentices.

### **SECTION 21 - SUBSTITUTION OF SUBCONSULTANTS**

There may be occasion, during the course of this engagement, to substitute or introduce a new subconsultant in order to satisfy the requirements for a specific task request. Introduction of substitute or new subconsultants will be allowed, but, is subject to the express written approval of the DISTRICT. Such approval shall not be unreasonably withheld.

### **SECTION 22 - INTEGRATION**

This Agreement represents the entire understanding of the parties. No prior oral or written understanding shall be of any force or effect with respect to those matters covered by this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date of the latest signature below.

APPROVED:

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_ Date \_\_\_\_\_  
Pete Martinez, General Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_ Date \_\_\_\_\_  
District Counsel

APPROVED:

RAFTELIS FINANCIAL CONSULTANTS INC.

By: \_\_\_\_\_ Date \_\_\_\_\_

Name & Title: \_\_\_\_\_  
(please print)

**EXHIBIT A**  
**CONSULTANT SCOPE OF SERVICES**

September 2, 2020

Pete Martinez  
General Manager  
Channel Islands Beach Community Services District  
353 Santa Monica Drive  
Channel Islands Beach, CA 93035

**Subject: Proposal for a Water and Wastewater Rate Study**

Dear Mr. Martinez:

Raftelis is excited to submit this proposal to provide financial planning and rate setting services. We are over 120+ consultants strong and have conducted thousands of rate studies across the U.S., including hundreds in California. Our recent water rate study engagements in your area include the City of Port Hueneme, Las Virgenes MWD, the City of Thousand Oaks and we are slated to start the City of Oxnard's water rate study.

Mr. Sudhir Pardiwala, PE, will be the Project Director, ultimately responsible for the project. He has over 40+ years of rate setting experience, is a registered California PE, has worked on hundreds of rate studies for California utilities, and will provide insight and direction.

I, Steve Gagnon, P.E. (AZ), will be the Project Manager, managing day-to-day progress and ensuring that the study meets your objectives. I have 20 years of consulting experience, am a registered environmental engineer in Arizona, am on the CA/NV American Water Works Association (AWWA) Financial Management Committee and am registered with the SEC as a Municipal Advisor. I lead our staff of nine consultants in our California offices.

We are in a good position to help the District update its financial plan and rates as we performed the prior rate study. We will assess how retiring debt and the new CIP will affect the District's financial health and customers. We will also calculate a sewage conveyance rate for the City of Oxnard's use of your collection system.

Should the District feel that in-person Board meetings may be more appropriate, we have included an optional per meeting rate as shown in the fee table. Should you have any questions please contact me via the contact information below.

Sincerely,  
**RAFTELIS FINANCIAL CONSULTANTS, INC.**



**Steve Gagnon, P.E. (AZ)**

*Senior Manager*

O: 213 262 9308 / M: 714 351 2013 / E: [sgagnon@raftelis.com](mailto:sgagnon@raftelis.com)

445 S. Figueroa Street, Suite 1925, Los Angeles, CA 90071

[www.raftelis.com](http://www.raftelis.com)

## Water and Wastewater Rate Study Scope of Work

### **Task 1: Project Management, Kick-off Meeting, and QA/QC**

#### **Kick-off Meeting**

The goals for the kick-off meeting include:

- ) Discussing Project Drivers,
- ) Acquainting District Staff with our Project Team,
- ) Establishing goals and objectives,
- ) Finalizing the work plan and schedule,
- ) Discussing the District's pricing objectives,
- ) Discussing the data request and any additional data requirements.

Prior to the kick-off meeting, we will prepare a data request that identifies the information needed. If the data is provided in time, Raftelis will review the initial data before the kick-off meeting and will come prepared with our questions to get the most out of the meeting.

#### **Project Management and QA/QC**

Task 1 includes time for project management and Quality Assurance and Quality Control (QA/QC). The project management task also involves client correspondence, progress updates, timely billing, and internal management of Raftelis staff.

To ensure robust quality control, the Project Manager reviews the data, model, and results to ensure they are based on sound rate-making principles. The QA/QC reviews take place at each project task milestone which means it occurs several times during the project.

Meeting(s): One kick-off meeting with District Staff

Deliverable(s): Kick-off meeting presentation and minutes and data request list

### **Task 2: Water and Wastewater Financial Plan**

We will develop a Financial Plan Model for each utility that has identical features and format to your current model – therefore you will not have to relearn a new model. The financial plan assesses the current financial status and suggests revenue adjustments to ensure long-term fiscal sustainability. Raftelis will project expenses and revenue requirements over a 10-year planning horizon. Doing so illustrates future rate impacts and potential challenges to financial health so the District can plan expenses, reserve balances, or capital project scheduling to smooth rate impacts. The Financial Plan will incorporate:

1. O&M expenses,
2. Capital costs,
3. Debt service,
4. Reserve funding.

The model will have a financial Dashboard with the following features:



- )] Flexibility to change many assumptions such as water or wastewater use, CIP levels, and revenue adjustments,
- )] Error flagging and problematic results such as: failure to meet debt coverage, below target reserves, etc.,
- )] Sensitivity analyses and various “what-if” scenario assessments, so that impacts can be viewed instantaneously with built-in graphics.

Raftelis will hold a webinar to review assumptions and finalize the financial plan with which to calculate rates.

Meeting(s): A webinar with District Staff

Deliverable(s): Draft and final financial planning models in Microsoft Excel

### **Task 3: Cost of Service Analysis**

We will perform a cost of service analysis for each utility. The cost of service provides Proposition 218 defensibility by establishing a nexus between utility rates and the District’s costs. Although Raftelis tailors a utility’s cost of service analysis to meet each utility’s needs, we make sure to conform to industry standards and regulatory requirements. Typically, a utility cost of service study involves the following three steps:

- )] **Functionalizing** revenue requirements to functions. For example, wastewater functions include Collection, Pumping, Treatment, Residuals Handling, etc. The other utilities have different functions.
- )] **Allocating** those functions to cost causative factors such as average flow, biochemical oxygen demand (BOD), and total suspended solids (TSS) for the wastewater utility.
- )] **Distributing** cost components to customer classes based on how customers use the services of the utility.

Of note for this study are a few items that would affect the costs of service:

- 1) The retiring debt,
- 2) New capital improvement projects,
- 3) The cost to convey the City of Oxnard’s wastewater through the District’s collection system to the City of Oxnard’s wastewater treatment plant.

Once we know each classes’ cost responsibility, we will calculate rates as discussed in Task 4.

Meeting(s): Webinar if needed

Deliverable(s): Cost of service analysis in Microsoft Excel

### **Task 4: Rate Design and Customer Impacts**

We don’t anticipate changes to the water or wastewater rate structures. Should we see a significant change in water use behavior since the last rate study we will discuss the ramifications with the District. For the water utility, we will review the current tiered rates and assess current water use which may warrant slight modifications to the tiers.

Raftelis will also determine the potential financial impacts on customers that result from the proposed rate structures. The model will include a series of tables and figures that show projected rate impacts on different types of customers at various use levels.

Meeting(s): One meeting with District Staff to review rate results

Deliverable(s): Rate model in Microsoft Excel

### **Task 5: Draft and Final Reports**

It is customary to seek District Board direction through a PowerPoint presentation before completing a draft report. This is to avoid major report rewrites as District Boards can often provide input that redirects the studies.

The report will describe the financial plan and proposed rate structures, along with preliminary rate recommendations. To ensure that the study includes a thorough administrative record, the Final Report will describe all rate design assumptions and methodologies used to develop the financial plan and rates. Raftelis will incorporate District Staff comments in the Draft Report. The report will include supporting data from the model to address the requirements of Proposition 218.

Meeting(s): Phone calls as needed to discuss the draft report

Deliverable(s): Draft and Final Rate Study Report in Microsoft Word and Adobe PDF

### **Task 6: Two District Board Meetings**

Raftelis will present the rate study results to the District Board and answer questions as directed by District Staff. At the first District Board meeting, we will summarize the rate study results, answer questions, and solicit input from the Board. At the second District Board meeting, we will seek direction on moving forward with the Public Hearing.

Meeting(s): As directed by District Staff

Deliverable(s): Presentation materials in Microsoft PowerPoint

### **Task 7: Public Hearing**

Raftelis will present the rate study drivers, rate derivation, and resulting bill impacts to the public and the District Board. The Board normally votes on the implementation of the rates after the public hearing.

Meeting(s): One public hearing via webinar

Deliverable(s): Presentation materials in Microsoft PowerPoint

**EXHIBIT B**  
**CONSULTANT PAYMENT SCHEDULE**

### Proposed Fee

We propose to complete this engagement on a time and materials basis with the hours and fee shown below. The table shows our anticipated hours, rates, and fee in the lower right. Below the table is an optional cost for an in-person board meeting should the pandemic subside.

Channel Islands Beach Community Services District							
Tasks	Number of Webinars	Hours					Total Fees & Expenses
		PD	PM	SC	Admin	Total	
1. Project Management, Kick-off Meeting, and QA/QC	1	1	12	12	2	27	\$6,620
2. Water and Wastewater Financial Plan			18	42		60	\$14,580
3. Cost of Service Analysis		1	20	30		51	\$12,770
4. Rate Design and Customer Impacts	1	1	12	24		37	\$9,429
5. Draft and Final Reports			10	40		50	\$11,850
6. Two District Board Meetings	2		10	10		20	\$5,678
7. Public Hearing	1		10	4		14	\$4,039
<b>Total Estimated Meetings / Hours</b>	<b>5</b>	<b>3</b>	<b>92</b>	<b>162</b>	<b>2</b>	<b>259</b>	
<b>Hourly Billing Rate</b>		<b>\$310</b>	<b>\$275</b>	<b>\$215</b>	<b>\$80</b>		
<b>Total Professional Fees</b>		<b>\$930</b>	<b>\$25,300</b>	<b>\$34,830</b>	<b>\$160</b>	<b>\$61,220</b>	
PD - Project Director, Sudhir Pardiwala, PE PM - Project Manager, Steve Gagnon, PE (AZ) SC - Staff Consultants Admin - Administrative Staff						<b>Total Fees</b>	<b>\$61,220</b>
						<b>Total Expenses</b>	<b>\$3,746</b>
						<b>Total Fees &amp; Expenses</b>	<b>\$64,966</b>
<b>Optional - In Person Board Meetings (Each)</b>	<b>1</b>		<b>5</b>			<b>5</b>	<b>\$1,714</b>

**2 in person board meetings assumed for a total amount of \$68,394.**



Board of Directors:

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

**Regular Board Meeting, September 8, 2020**

**To: Board of Directors**  
**From: Peter Martinez, General Manager**  
**Subject: Nominations for Ventura Local Agency Formation Commission**  
**Item No. E-2**

**RECOMMENDATION:**

1. Board discretion to nominate candidate

**FINANCIAL IMPACT:** No Impact.

**BACKGROUND/DISCUSSION:**

The Ventura Local Agency Formation Commission (LAFCo) is an independent agency which governs matters relating to boundary changes for cities and most special districts, including spheres of influence, incorporations, annexations, reorganizations and other changes of organization. The LAFCo Board is comprised of seven members as shown in the table below:

<b>Commissioner</b>	<b>Representing</b>	<b>Agency</b>
Linda Parks	County of Ventura	Board of Supervisors
John Zaragoza	County of Ventura	Board of Supervisors
Janice Parvin	Cities	City of Moorpark
Carmen Ramirez	Cities	City of Oxnard
Elaine Freeman	Special Districts	Rancho Simi Rec & Park
Mary Anne Rooney	Special Districts	Oxnard Harbor District
David J. Ross	Member at large	Public Member

Among the four groups represented (County, Cities, Special Districts, and Member at Large), each has exactly one alternate. The alternate serves as the backup to both commissioner seats for their group. The alternate member for special districts is Jack Curtis from Ojai Valley Sanitary District.

The Commission seat held by Mary Ann Rooney is up for re-election and other elected officials from special districts can file for candidacy. Potential candidates must state whether they are running for a Commissioner Seat or an Alternate Seat. The attached resolution must be approved by the agency’s Board of Directors for any candidate wishing to run.

**ATTACHMENT:**

1. Resolution approving Board member for LAFCo Candidacy



VENTURA LOCAL AGENCY FORMATION COMMISSION

801 S. VICTORIA AVENUE, SUITE 301 • VENTURA, CA 93003

TEL (805) 654-2576 • FAX (805) 477-7101

WWW.VENTURA.LAFCO.CA.GOV



**CALL FOR NOMINATIONS  
LAFCO SPECIAL DISTRICT REGULAR MEMBER**

August 5, 2020

Chair of the Board  
Channel Islands Beach Community Services District  
353 Santa Monica Drive  
Channel Islands, CA 93035-4473

**RE: CALL FOR NOMINATIONS – Ventura LAFCo Special District Regular Member**

Dear Chair of the Board:

The term of LAFCo special district regular member Mary Anne Rooney will expire on December 31, 2020. As such, an appointment must be made for the subsequent four-year term (January 1, 2021 through December 31, 2024) (Govt. Code § 56334). Pursuant to state law, LAFCo special district members are appointed by the independent special district selection committee, which consists of the presiding officer of the legislative body of each independent special district in the county (Govt. Code § 56332).

Pursuant to Govt. Code 56332(f), I have determined that a meeting of the committee for the purpose of selecting a regular member to LAFCo is not feasible due to the likelihood that a quorum will not be achieved. Thus, both the nominating process and the election itself will be conducted by mail (some special districts have consented to conducting the election via electronic mail).

If your district wishes to nominate an individual to be a candidate for the regular member on LAFCo, please submit a nominating resolution (attached is a sample resolution for your use) and a candidate's statement or resume of no more than one page to Kai Luoma, Executive Officer, at Ventura LAFCo either by mail or via email (for those districts that have previously consented to email – see attached list).

**The deadline for submitting nominating resolutions and candidate statements/resumes is 5 P.M., Friday, September 25, 2020.** Any nomination submitted after the deadline will not be considered.

If at the end of the nominating period only one candidate is nominated, that candidate shall be deemed appointed. If two or more candidates are nominated, LAFCo staff will prepare and deliver a ballot and voting instructions to each eligible district. For the election to be valid, a quorum of the 29 independent special districts must submit valid ballots.

Chair of the Board, Channel Islands Beach Community Services District  
CALL FOR NOMINATIONS – Ventura LAFCo Special District Regular Member  
August 5, 2020  
Page 2

Thank you for your attention to this matter. Please let me know if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kai Luoma', written in a cursive style.

Kai Luoma  
Executive Officer

c: General Manager

**RESOLUTION OF THE [DISTRICT NAME]**

**NOMINATING [NAME OF BOARD MEMBER] TO FILL THE TERM OF 1/1/2021 – 12/31/2024 FOR THE REGULAR SPECIAL DISTRICT MEMBER OF THE VENTURA LOCAL AGENCY FORMATION COMMISSION**

WHEREAS, the Executive Officer of the Ventura Local Agency Formation Commission (LAFCo) has notified the District of an anticipated vacancy on LAFCo for a regular member appointed by the independent special districts in Ventura County to fill the term from 1/1/2021 to 12/31/2024, and has issued a call for nominations to be submitted in writing pursuant to California Government Code Section 56332(c); and

WHEREAS, at the time and in the manner required by law, the [NAME OF DISTRICT] met on [DATE] to consider the call for nominations by the LAFCo Executive Officer.

NOW THEREFORE BE IT RESOLVED by the [NAME OF DISTRICT] as follows:

- 1) [NAME OF BOARD MEMBER] is hereby nominated to fill the anticipated vacancy for the term beginning 1/1/2021 and expiring 12/31/2024 as the regular member of the Ventura LAFCo appointed by independent special districts in Ventura County.
- 2) The General Manager shall transmit a signed copy of this Resolution and a copy of the resume or candidate statement for [NAME OF BOARD MEMBER] to the Ventura LAFCo Executive Officer.

This resolution was adopted on [DATE].

AYES

NOES

ABSTAINS

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair, [NAME OF DISTRICT]







## VENTURA LOCAL AGENCY FORMATION COMMISSION

801 S. VICTORIA AVENUE, SUITE 301 • VENTURA, CA 93003

TEL (805) 654-2576 • FAX (805) 477-7101

WWW.VENTURA.LAFCO.CA.GOV

### INDEPENDENT SPECIAL DISTRICTS IN VENTURA COUNTY

As of August 2020

1. Bardsdale Public Cemetery District
2. Bell Canyon Community Services District\*
3. Blanchard/Santa Paula Library District\*
4. Calleguas Municipal Water District
5. Camarillo Health Care District\*
6. Camrosa Water District\*
7. Casitas Municipal Water District
8. Channel Islands Beach Community Services District
9. Conejo Recreation & Park District\*
10. El Rancho Simi Public Cemetery District
11. Fillmore-Piru Memorial District
12. Fox Canyon Groundwater Management Agency\*
13. Hidden Valley Municipal Water District
14. Meiners Oaks Water District\*
15. Ojai Valley Sanitary District
16. Ojai Water Conservation District
17. Oxnard Drainage District No. 1\*
18. Oxnard Drainage District No. 2\*
19. Oxnard Harbor District\*
20. Piru Public Cemetery District
21. Pleasant Valley County Water District
22. Pleasant Valley Recreation & Park District\*
23. Rancho Simi Recreation & Park District
24. Saticoy Sanitary District\*
25. Triunfo Sanitation District\*
26. United Water Conservation District
27. Ventura County Resource Conservation District
28. Ventura Port District\*
29. Ventura River County Water District\*

\* Special Districts that have provided written consent to conduct the election via email.