



Board of Directors:

ELLEN SPIEGEL, President
KRISTINA BREWER, Vice President
SUSIE KOESTERER, Director
MARCIA MARCUS, Director
BOB NAST, Director

AKBAR ALIKHAN
General Manager

353 Santa Monica Drive · Channel Islands Beach, CA · 93035-4473 · (805) 985-6021 · FAX (805) 985-7156
A PUBLIC ENTITY SERVING CHANNEL ISLANDS BEACHES AND HARBOR · CIBCSD.COM

BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

NOTICE IS HEREBY GIVEN that the Board of Directors of the Channel Islands Beach Community Services District will hold A Regular Meeting beginning at 6:00 PM on Tuesday, April 10, 2018. The Meeting will be held at the **District Office Conference Room, 353 Santa Monica Drive, Channel Islands Beach, CA 93035.** The Agenda is as follows:

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

B. PUBLIC COMMENTS:

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

C. CONSENT CALENDAR:

1. Approve the Agenda Order
2. Financial Reports:
 - a. Cash Disbursal & Receipt Report –March 2018
3. Minutes
 - a. March 13, 2018 Regular Board Meeting
 - b. March 13, 2018 Finance Committee Meeting
 - c. March 27, 2018 Facilities Committee Meeting

4. Authorize customer request for relief from water charges due to leaks on the property consistent with Resolution 16-06:

	Account Number	Water Relief	Sewer Relief	Total Relief
a.	15420-04	-\$27.62	-\$87.59	-\$115.21
b.	18560-02	-\$107.80	-\$252.46	-\$360.26
c.	03890-01	-\$71.54	-\$175.17	-\$246.71
d.	18810-02	-\$169.40	-\$396.72	-\$566.12
e.	11011-03	-\$45.22	-\$139.11	-\$184.33
f.	07360-03	-\$335.62	-\$819.20	-\$1,154.82

D. OPERATIONS AND MAINTENANCE REPORT

E. ACTION CALENDAR

1. CalPERS Resolution Final Enrollment

Recommendation:

- 1) Approve Resolution of Final Enrollment in the California Public Employee Retirement System (CalPERS).

2. Flood Insurance Coverage

Recommendation:

- 1) Approve agreement for Earthquake and Flood Insurance Coverage

3. LAFCO Alternate Member Nomination

Recommendation:

- 1) Board discretion to nominate candidate - Member Representing Independent Special Districts

4. Records Management Project Update & Revisions to Retention Policy

Recommendation:

- 1) Consider and approve revisions to Records Retention Schedule

5. Review of Ventura County Proposed Temporary Rental Unit Ordinance

Recommendation:

- 1) Provide feedback to Staff on Proposed Temporary Rental Unit Ordinance.
- 2) At Board's discretion, direct General Manager to send comment letter to Ventura County Board of Supervisors, summarizing the District's position.

6. Policy and Procedure for the Sale of Surplus Real Property

Recommendation:

- 1) Consider and adopt District Policy and Procedure for the Sale of Surplus Real Property
- 2) Select one of the two surplus properties as available for sale and set a reserve price
- 3) Set date, time, and location for public auction of selected surplus property
- 4) Authorize General Manager to proceed with sale of selected surplus property pursuant to adopted District Policy

7. Sewer Lift Station Condition Assessment Results

Recommendation:

- 1) Receive and file report.

8. Declaration of Surplus Personal Property

Recommendation:

- 1) Authorize General Manager staff to dispose of surplus property (backhoe) pursuant to Resolution No. 92-5, Part IV, Section 601.

9. FY 2018 – 2019 Budget – Second Workshop

Recommendation:

- 1) Provide feedback to staff of any requested changes to draft FY 2018 – 2019 Budget, for inclusion in Final Proposed Budget.

F. INFORMATION CALENDAR

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

G. BOARD MEMBER COMMENTS

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

AGENDA POSTING CERTIFICATION

This agenda was posted Thursday, April 5, 2018 by 5:00 PM. The agenda is posted at the District Office and two public notice bulletin boards, which are accessible 24 hours per day. The locations include:

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

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



Akbar Alikhan
General Manager

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

Channel Islands Beach 2013

4/4/2018 9:31 AM

Register: 1002 · Checking Pacific Western

From 03/01/2018 through 03/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/02/2018	DEP	DEPOSIT	2050 - Customer Depo...	Dep 3/1		150.00	735,995.37
03/02/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/1		22,345.45	758,340.82
03/02/2018	4819	Architects Orange, L...	2000 - Accounts Payable		1,178.91		757,161.91
03/02/2018	4820	CED	2000 - Accounts Payable		890.65		756,271.26
03/02/2018	4821	Philip's Janitorial Ser...	2000 - Accounts Payable		185.00		756,086.26
03/02/2018	4822	Streamline	2000 - Accounts Payable		200.00		755,886.26
03/02/2018	4823	Miguel Zavalza	2000 - Accounts Payable	District and Pir...	225.00		755,661.26
03/07/2018	4825	ACWA/JPIA Health ...	2000 - Accounts Payable		1,946.44		753,714.82
03/07/2018	4826	Aflac	2000 - Accounts Payable		300.50		753,414.32
03/07/2018	4827	Aqua-Tech Services ...	2000 - Accounts Payable		350.00		753,064.32
03/07/2018	4828	Arco	2000 - Accounts Payable		738.13		752,326.19
03/07/2018	4829	Cardmember Service	2000 - Accounts Payable		4,817.95		747,508.24
03/07/2018	4830	Elecsys Corporation	2000 - Accounts Payable		223.50		747,284.74
03/07/2018	4831	FGL Environmental I...	2000 - Accounts Payable		176.00		747,108.74
03/07/2018	4832	ImageSource	2000 - Accounts Payable		89.74		747,019.00
03/07/2018	4833	James S. Sands, MD	2000 - Accounts Payable		90.00		746,929.00
03/07/2018	4834	Jared L. Bouchard	2000 - Accounts Payable		1,250.00		745,679.00
03/07/2018	4835	Michael Datlow, MD	2000 - Accounts Payable	K. Wilson	55.00		745,624.00
03/07/2018	4836	Pacific Couriers	2000 - Accounts Payable		205.70		745,418.30
03/07/2018	4837	Pitney Bowes Inc.	2000 - Accounts Payable		144.16		745,274.14
03/07/2018	4838	Proven Print Services	2000 - Accounts Payable	Envelopes/13 ...	2,451.00		742,823.14
03/07/2018	4839	Spectrum	2000 - Accounts Payable	cable	44.64		742,778.50
03/07/2018	4840	Underground Service...	2000 - Accounts Payable		19.90		742,758.60
03/07/2018	4841	United States Postal ...	2000 - Accounts Payable		4,000.00		738,758.60
03/07/2018	4842	Document Systems, I...	2000 - Accounts Payable	office HP	67.97		738,690.63
03/07/2018	4843	Tampa Hardware 2	2000 - Accounts Payable		135.31		738,555.32
03/07/2018	4844	StoreRite	2000 - Accounts Payable	Shredding	200.00		738,355.32
03/09/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/9		9,920.11	748,275.43
03/09/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/8		10,033.42	758,308.85
03/09/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/6		1,276.72	759,585.57
03/09/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/6		10,489.86	770,075.43
03/09/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/1		605.21	770,680.64
03/09/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/6		810.10	771,490.74
03/09/2018	DEP	DEPOSIT	2050 - Customer Depo...	Dep 3/5		300.00	771,790.74
03/09/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/5		21,443.70	793,234.44
03/13/2018		QuickBooks Payroll ...	-split-	Created by Pay...	24,392.55		768,841.89
03/14/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/9		1,387.50	770,229.39
03/14/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/12		9,762.89	779,992.28
03/14/2018	DEP	DEPOSIT	2050 - Customer Depo...	Dep 3/14		150.00	780,142.28
03/14/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/13		31,447.44	811,589.72

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/14/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/13			405.88	811,995.60
03/14/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/14			5,297.15	817,292.75
03/14/2018	To Print	Akbar Alikhan	-split-	Direct Deposit		X		817,292.75
03/14/2018	To Print	Carol J Dillon	-split-	Direct Deposit		X		817,292.75
03/14/2018	To Print	Casey D Johnson	-split-	Direct Deposit		X		817,292.75
03/14/2018	To Print	E.D. Brock	-split-	Direct Deposit		X		817,292.75
03/14/2018	To Print	Erika F Davis	-split-	Direct Deposit		X		817,292.75
03/14/2018	To Print	Mark A Espinosa	-split-	Direct Deposit		X		817,292.75
03/14/2018	To Print	Keila E Wilson	-split-	Direct Deposit		X		817,292.75
03/14/2018	To Print	Lupe C Lopez	-split-	Direct Deposit		X		817,292.75
03/14/2018	To Print	Peter A. Martinez	-split-	Direct Deposit		X		817,292.75
03/16/2018	EDEP	DEPOSIT	1200 - Accounts Recei...	e-checks			44,693.35	861,986.10
03/21/2018	ACH	CalPers	-split-	Health Ins.	11,741.49			850,244.61
03/21/2018	4845	ARC Document Solu...	2000 - Accounts Payable		253.15			849,991.46
03/21/2018	4846	AT & T	2000 - Accounts Payable		546.53			849,444.93
03/21/2018	4847	CIBCS-D-Petty Cash	2000 - Accounts Payable		191.29			849,253.64
03/21/2018	4848	City of Port Hueneme	2000 - Accounts Payable	Sewer Maint.	8,335.20			840,918.44
03/21/2018	4849	CWEA	2000 - Accounts Payable	Renewal/ Peter...	180.00			840,738.44
03/21/2018	4850	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 1/16/18 t...	40,601.81			800,136.63
03/21/2018	4851	Frontier	2000 - Accounts Payable		454.33			799,682.30
03/21/2018	4852	KEH & Associates, I...	2000 - Accounts Payable		7,440.00			792,242.30
03/21/2018	4853	Office Depot	2000 - Accounts Payable		103.96			792,138.34
03/21/2018	4854	PHWA	2000 - Accounts Payable		34,097.74			758,040.60
03/21/2018	4855	Sam Hill & Sons, Inc.	2000 - Accounts Payable	4151 Sunset	4,280.17			753,760.43
03/21/2018	4856	So. California Edison...	2000 - Accounts Payable		1,074.35			752,686.08
03/21/2018	4857	SoCalGas	2000 - Accounts Payable		44.63			752,641.45
03/21/2018	4858	Spectrum	2000 - Accounts Payable		249.96			752,391.49
03/21/2018	4859	United Water Conser...	2000 - Accounts Payable		2.33			752,389.16
03/21/2018	4860	Xerox Financial Serv...	2000 - Accounts Payable		260.91			752,128.25
03/21/2018	4861	Xpress Lube	2000 - Accounts Payable	Oil change 2 tr...	95.32			752,032.93
03/21/2018	4862	Nationwide Retirement	2000 - Accounts Payable	pr pd 2/24/18 t...	3,068.11			748,964.82
03/22/2018	4864	United Rentals, Inc.	2000 - Accounts Payable	Downpayment ...	13,000.00			735,964.82
03/23/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/22			1,122.40	737,087.22
03/23/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/21			1,951.92	739,039.14
03/23/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/19			1,025.57	740,064.71
03/23/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/23			1,139.87	741,204.58
03/23/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/22			2,444.08	743,648.66
03/23/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/21			19,869.01	763,517.67
03/23/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/20			17,414.50	780,932.17
03/23/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/15			12,893.50	793,825.67

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/23/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/15			6,679.97	800,505.64
03/23/2018	DEP	DEPOSIT	2050 - Customer Depo...	Dep 3/19			150.00	800,655.64
03/23/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/19			12,925.12	813,580.76
03/23/2018	4863	Wilmington Trust, N...	2000 - Accounts Payable	Sewer Bond Int...	41,290.63			772,290.13
03/27/2018	4870	A to Z Law, LLP	2000 - Accounts Payable		990.00			771,300.13
03/27/2018	4871	ACWA/Joint Powers	2000 - Accounts Payable	Pr Pd 4/1/18 to ...	1,899.00			769,401.13
03/27/2018	4872	AWA	2000 - Accounts Payable	Akbar/Annual ...	205.00			769,196.13
03/27/2018	4873	Frontier	2000 - Accounts Payable		390.36			768,805.77
03/27/2018	4874	Pitney Bowes Inc.	2000 - Accounts Payable	Supplies	382.85			768,422.92
03/27/2018	4875	SCE- Office	2000 - Accounts Payable		318.22			768,104.70
03/27/2018	4876	Service-Pro Fire Prot...	2000 - Accounts Payable		537.74			767,566.96
03/27/2018	4877	ACWA/Joint Powers	2000 - Accounts Payable	Excess Crime P...	950.00			766,616.96
03/27/2018	4878	AWA	2000 - Accounts Payable	Dave,Mark, Pet...	140.00			766,476.96
03/27/2018	4887	AWA	2000 - Accounts Payable	Brock, Espinos...	255.00			766,221.96
03/27/2018		QuickBooks Payroll ...	-split-	Created by Pay...	25,924.74			740,297.22
03/28/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/26			1,676.66	741,973.88
03/28/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/28			426.30	742,400.18
03/28/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/27			6,395.97	748,796.15
03/28/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/26			392.00	749,188.15
03/28/2018	EDEP	DEPOSIT	1200 - Accounts Recei...	E-checks			75,929.81	825,117.96
03/28/2018	4885	Nationwide Retirement	2000 - Accounts Payable	pr pd 3/10/18 t...	5,094.24			820,023.72
03/28/2018	4886	SEIU, Local 721	2000 - Accounts Payable	March 2018	167.50			819,856.22
03/28/2018	4888	AWA	2000 - Accounts Payable	Hart	45.00			819,811.22
03/28/2018	4865	Ellen S Spiegel	-split-		369.40			819,441.82
03/28/2018	4866	Kristina N Brewer	-split-		415.57			819,026.25
03/28/2018	4867	Marcia L Marcus	-split-		415.57			818,610.68
03/28/2018	4868	Robert T Nast	-split-		323.22			818,287.46
03/28/2018	4869	Susan Koesterer	-split-		230.87			818,056.59
03/28/2018	To Print	Akbar Alikhan	-split-	Direct Deposit		X		818,056.59
03/28/2018	To Print	Carol J Dillon	-split-	Direct Deposit		X		818,056.59
03/28/2018	To Print	Casey D Johnson	-split-	Direct Deposit		X		818,056.59
03/28/2018	To Print	E.D. Brock	-split-	Direct Deposit		X		818,056.59
03/28/2018	To Print	Erika F Davis	-split-	Direct Deposit		X		818,056.59
03/28/2018	To Print	Keila E Wilson	-split-	Direct Deposit		X		818,056.59
03/28/2018	To Print	Mark A Espinosa	-split-	Direct Deposit		X		818,056.59
03/28/2018	To Print	Lupe C Lopez	-split-	Direct Deposit		X		818,056.59
03/28/2018	To Print	Peter A. Martinez	-split-	Direct Deposit		X		818,056.59
03/29/2018	4889	AWA	2000 - Accounts Payable	Bob Nast-Annu...	205.00			817,851.59
03/29/2018	4890	Carol Dillon	2000 - Accounts Payable	Hotel for CalP...	669.54			817,182.05
03/29/2018	4891	Coastline Equipment	2000 - Accounts Payable	Backhoe Appra...	437.00			816,745.05

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03/29/2018	4892	FGL Environmental I...	2000 - Accounts Payable		825.00		815,920.05
03/29/2018	4893	Frontier	2000 - Accounts Payable		37.52		815,882.53
03/29/2018	4894	United Rentals, Inc.	2000 - Accounts Payable	Paid in Full-Ba...	42,770.00		773,112.53
03/30/2018	4895	Joshua Hart	2000 - Accounts Payable		675.00		772,437.53

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE MEETING, March 13, 2018

A. APPROVE THE FINANCE COMMITTEE MEETING AGENDA

The Finance Committee Meeting Agenda was approved and called to order at 4:05 PM. In attendance Vice President Brewer, Director Nast, General Manager, Akbar Alikhan, Clerk of the Board, Erika Davis, Office Manager, CJ Dillon, Deputy General Manager/ Operations Manager Pete Martinez, and District Accountant Raj Acharya.

B. REVIEW DRAFT 2016/2017 FISCAL YEAR AUDIT

Raj Acharya explained the 2016/2017 Fiscal Year Audit came back reported as clean opinion. There was a brief discussion on the Draft format and what that meant.

C. PRESENT 2018/2019 DRAFT BUDGET FOR DISCUSSION AND CHANGES

General Manager Alikhan discussed the Budget and pointed out key changes. Deputy General Manager/ Operations Manager Pete Martinez explained the Capital Improvement Budget. There was a discussion among those in attendance explaining key Budget terms and Budget format changes.

The Finance Committee Meeting adjourned at 5:37 PM.

Kristina Brewer, Vice President

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, March 13, 2018

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

President Spiegel called the meeting to order at 6:01 PM and led everyone in attendance in the Pledge of Allegiance. In attendance Vice President Brewer, Director Marcus, Director Koesterer, Director Nast, General Manager, Akbar Alikhan, Clerk of the Board, Erika Davis, General Counsel, John Mathews, Office Manager, CJ Dillon and Deputy General Manager/ Operations Manager Pete Martinez.

B. PUBLIC COMMENTS:

None.

C. CONSENT CALENDAR:

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

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 - No

Deputy General Manager/ Operations Manager Pete Martinez presented the Operations and Maintenance Report which included a PowerPoint presentation illustrating the tasks performed such as the Sunset Lane water main repair, sewer manhole replacements, and Edison transformer replacement.

D. ACTION CALENDAR

1. CalPERS Resolution of Intention to Enroll

Danny Carrillo, Regional Director SEIU 721 thanked the Board for their great relationship with the staff and expressed his appreciation. General Manager Alikhan explained the CalPERS enrollment utilizing a PowerPoint presentation to demonstrate the details of the move to a more defined benefit program. Director Nast made the motion to approve Resolution of Intention to Enroll in the California Public Employee Retirement System (CalPERS) and Director Marcus seconded the motion. The motion passed unanimously.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 - No

Director Nast made the motion to approve a set date for final Resolution to Enroll for April 10, 2018, to include CalPERS formula cost in upcoming FY 2018-2019 Budget, and to authorize \$7,000 in additional Benefits FY 2017-2018 for employer's share of CalPERS formula for May – June 2018. Director Marcus seconded the motion. The motion passed unanimously.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 - No

2. Consideration of Resolution 18-01 Requesting Consolidation of the Channel Islands Beach Community Services District Election with the November 06, 2018 General Election

General Manager Alikhan stated this is a biannual occurrence to notify the County of the District's inclusion in the General Election. Director Marcus moved to adopt the Resolution 18-01 and to approve the "Notice of Elective Offices." President Spiegel seconded the motion. The motion was adopted.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 - No

3. FY 2016-2017 Annual Audit Report

General Manager Alikhan introduced the District Accountant, Raj Acharya, CPA. Raj Acharya explained the audit was in Draft format only because of a time constraint and awaiting pending numbers from PHWA. He stated that the District Audit came back reported as clean opinion which is the highest level. General Manager Alikhan explained that the Board could approve the audit in Draft format since no major changes were going to be made. Director Marcus moved to approve the Channel Islands Beach Community Services District Annual Audit Report for Fiscal Year Ended June 30, 2017 and authorize staff to present a Final Audit Report only if there are substantive changes between the Draft and Final Audit report. Director Koester seconded the motion. The motion passed all in favor.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 - No

4. Review of FY 2018-2019 Preliminary Budget

General Manager Alikhan presented the Preliminary Budget along with a PowerPoint presentation explaining and reviewing the Budget, the Budget process, and the Budget format changes. Board asked questions. Deputy General Manager/ Operations Manager Pete Martinez spoke in detail about the Capital Improvement Budget Program. Board discussed dates. Board chose to cancel March 27th Regular Board meeting.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 - No

E. INFORMATION CALENDAR

1. Traffic Safety Letter to County

Board thanked General Manager/ Operations Manager Pete Martinez for the Traffic Safety Letter to the County

2. Report on Ventura County Short-term rental policy

Vice President Brewer discussed her take away from the Ventura County Short-term rental meeting. Board asked that the rules be posted on the District website once the rules are adopted.

3. PHWA Agenda Review

General Manager Alikhan announced the PHWA March Meeting was canceled. The next PHWA meeting is scheduled on April 16th at 4:00 p.m. General

Manager mentioned that he and General Manager/ Operations Manager Pete Martinez attended the PHWA Operations meeting and they felt that cross base pipeline issues were addressed and it was an effective meeting.

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

Director Nast said he felt the presentation at the PHWA meeting was well received. Steve Hickcox will be doing baseline testing and preparing the RFP. The testing should be in April.

President Spiegel asked about the water reliability study and the joint meeting. General Manager Alikhan stated that KEH is wrapping up the study for Port Hueneme. General Manager said that hopefully the joint meeting can be scheduled at some point in the future but not exactly sure at what point during the project.

F. BOARD MEMBER COMMENTS:

Director Koesterer commented on the mandatory evacuations in the Santa Barbara area. Director Koesterer made a point to say if people are ever ordered to evacuate please cooperate not only for personal safety sake but for the sake of the first responders.

President Spiegel stated that she had hoped there would have been more significant results from the Charrette last month.

G. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

General Counsel had no comments.

General Manager said AWA will be having their Annual Water Symposium on April 19th. Please contact CJ Dillon, Office Manager if interested in attending.

General Manager stated that Director Nast and President Spiegel attended Harbor Task Force Meeting.

The Board Meeting adjourned at 8:28 PM.

Ellen Spiegel, President

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
FACILITIES COMMITTEE MEETING, March 27, 2018

A. APPROVE THE FACILITIES COMMITTEE MEETING AGENDA

The Facilities Committee Meeting Agenda was approved and called to order at 4:07 PM. In attendance Director Marcus, Director Koesterer, General Manager, Akbar Alikhan, Clerk of the Board, Erika Davis, Office Manager, CJ Dillon and Deputy General Manager/ Operations Manager Pete Martinez.

B. SEWER LIFT STATION CONDITION ASSESSMENT RESULTS

Deputy General Manager/ Operations Manager Pete Martinez explained with a PowerPoint presentation the Sewer Lift Station Condition Assessment Results. Director Marcus and Director Koesterer asked questions. General Manager Alikhan and Deputy General Manager/ Operations Manager Pete Martinez answered the questions. General Manager Alikhan explained the proposed changes to the Capital Improvement Plan due to the Assessment Results.

C. ADVANCED METERING INFRASTRUCTURE (AMI) DEPLOYMENT OPTIONS

General Manager Alikhan discussed the AMI Deployment options using a PowerPoint presentation to illustrate key points. Both Director Marcus and Director Koesterer felt the key advantage was expeditious leak detection.

D. DISTRICT OFFICE AND YARD RE-DESIGN CONCEPT REVIEW

General Manager Alikhan presented the concept designs on PowerPoint. General Manager Alikhan explained that this was still a work in progress. Director Marcus recommended that a completed Concept Design be brought to the May 2018 Regular Board Meeting.

E. FLOOD & EARTHQUAKE INSURANCE COVERAGE

General Manager Alikhan stated that ACWA-JPIA now provides Flood & Earthquake Insurance through a different carrier. The proposal is to approve the Agreement for Earthquake and Flood Insurance Coverage. General Manager Alikhan said he would bring it to the April 10, 2018 Regular Board Meeting and if approved it would be effective beginning on April 15, 2018.

The Facilities Committee Meeting adjourned at 6:33 PM.

Marcia Marcus, Director

Operations & Maintenance Report

April 10, 2018

Water Service Line Repair at 4133 Sunset Lane

- 1-inch copper water service failure
- Repaired by District staff
- March 23, 2018

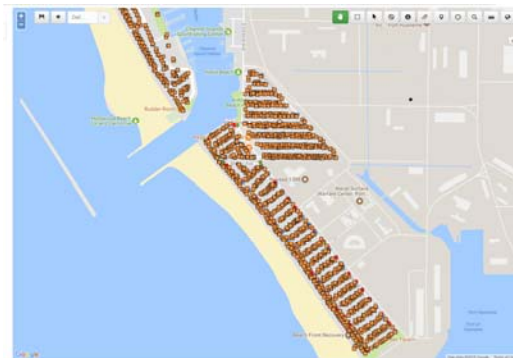




Service Line Repair

Water Meter Inventory Project

- Gathered GPS coordinates for mobile GIS mapping system
- Identified water meter size
- Meter box size
- Lid size



Backhoe Purchase

- Staff purchased 2012 John Deere backhoe to replace existing unit
- 4-in-1 bucket
- Enclosed cab
- Custom cover to protect unit



Hollywood Sewer Station Pump Repairs

- Pulled pump #1
- De-ragged pump impeller
- Replaced motor
- Replaced start capacitor





Board of Directors:

ELLEN SPIEGEL, President
KRISTINA BREWER, Vice President
SUSIE KOESTERER, Director
MARCIA MARCUS, Director
BOB NAST, Director

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, April 10, 2018

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: CalPERS Resolution to approve Final Enrollment
Item No. E-1

RECOMMENDATION:

1. Approve Resolution of Final Enrollment in the California Public Employee Retirement System (CalPERS).

FINANCIAL IMPACT: Approximately \$40,000 increase to future District budgets for employer portion of CalPERS formula, beginning in FY 2018 – 2019. District portion would be adjusted proportionally to salaries in future budget years.

BACKGROUND:

The District provides retirement benefits to its employees in the form of a contribution to 457b Deferred Compensation (retirement) account, equal to 10% of gross wages. In an effort to move to a defined benefit program, the District submitted its application to enroll in CalPERS in May 2017 and received its preliminary approval for enrollment into CalPERS in November 2017. At the March 13 Regular Board Meeting, the District approved a Resolution of Intent to Enroll. Subsequently, District staff held a secret ballot on March 14, with unanimous staff support to enroll in CalPERS.

DISCUSSION/ANALYSIS:

Attached for Board consideration is a Resolution of Final Enrollment to approve the enrollment contract between the District and CalPERS. Approval of the attached Resolution is the final action taken by the Board to enroll the District in CalPERS. Additionally, CalPERS has provided the final draft of the contract between the District and CalPERS for the Board's consideration.

The costs associated with participation in CalPERS has been programmed in the proposed FY 2018 – 2019 Operating Budget, initially presented for Board consideration on March 13, 2018. The table below summarizes the key milestones the District during the enrollment process, culminating in an effective date of May 5, 2018.

Milestone	Date
Initial application submitted	May 18, 2017
Preliminary Approval to Enroll by CalPERS	November 2, 2017
Resolution of Intention to Enroll	March 13, 2018
Employee Ballot	March 14, 2018
Resolution for Final Enrollment	April 10, 2018
CalPERS Effective Date	May 5, 2018

ATTACHMENTS:

1. Resolution of Final Enrollment to Approve a Contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors Channel Islands Beach Community Services District
2. Contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors Channel

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT

RESOLUTION AUTHORIZING A CONTRACT

No. _____

WHEREAS, the Public Employees' Retirement Law provides for the participation of a Public Agency in the California Public Employees' Retirement System, making its employees members of said System; and

WHEREAS, the Board of Directors of the Channel Islands Beach Community Services District on _____, _____, adopted a Resolution giving notice of intention to approve a contract providing for such participation; and

WHEREAS, the employees of said public agency, whose memberships in said Retirement System are contemplated, have approved said participation, by majority vote;

NOW, THEREFORE, BE IT RESOLVED, that a contract between the Board of Directors of the Channel Islands Beach Community Services District and the Board of Administration, California Public Employees' Retirement System is hereby authorized, a copy of said contract being attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said contract for and on behalf of said public agency.

Adopted this _____ day of _____, _____.

Presiding Officer

Attest:

Clerk or Secretary



EXHIBIT

California
Public Employees' Retirement System



CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
Channel Islands Beach Community Services District



In consideration of the covenants and agreement hereafter contained and on the part of both parties to be kept and performed, the governing body of above public agency, hereafter referred to as "Public Agency", and the Board of Administration, Public Employees' Retirement System, hereafter referred to as "Board", hereby agree as follows:

1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 62 for local miscellaneous members.
2. Public Agency shall participate in the Public Employees' Retirement System from and after _____ making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:

- (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
- a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. Any exclusion(s) shall remain in effect until such time as the Public Employees' Retirement System determines that continuing said exclusion(s) would risk a finding of non-compliance with any federal tax laws or regulations. If such a determination is contemplated, the Public Employees' Retirement System will meet with the Public Agency to discuss the matter and coordinate any required changes or amendments to the contract.

In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

NO ADDITIONAL EXCLUSIONS

6. The percentage of final compensation to be provided for new local miscellaneous members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% and determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).

7. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
8. Public Agency shall also contribute to said Retirement System as follows:
 - a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574.5 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members.
 - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
9. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
10. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
CHANNEL ISLANDS BEACH
COMMUNITY SERVICES DISTRICT

BY _____
ARNITY PAIGE, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

PLEASE DO NOT SIGN "EXHIBIT ONLY"

PLEASE DO NOT SIGN "EXHIBIT ONLY"

Witness Date

Attest:

Clerk

NEW AGENCY CalPERS ID #2660271290
PERS-CON-702N



Board of Directors:

ELLEN SPIEGEL, President
KRISTINA BREWER, Vice President
SUSIE KOESTERER, Director
MARCIA MARCUS, Director
BOB NAST, Director

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, April 10, 2018

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Earthquake and Flood Insurance Coverage
Item No. E-2

RECOMMENDATION:

1. Approve agreement for Earthquake and Flood Insurance Coverage

FINANCIAL IMPACT: Approximately \$3,100 increase to future Operating Budgets. Premium costs have already been incorporated into the proposed FY 2018 – 2019 Operating Budget, in anticipation of item approval.

BACKGROUND:

The District currently holds a general liability insurance policy with the Association of California Water Agencies Joint Power Insurance Authority (ACWA-JPIA), which includes basic coverage for flood events. The coverage protects District assets such as buildings, vehicles, equipment, sewer lift stations, water distribution system, and sewage collection system. In light of unprecedented floods in other areas of the Country, the District revisited its own flood insurance policy to see if any additional coverage is warranted.

The District's current coverage provides for pooled coverage of up to \$10,000,000 and a deductible of \$250,000. The District shares the \$10,000,000 coverage limit with neighboring agencies in the same flood plain zone. In the event of a storm event, agencies would file claims against the floodplain limit of \$10M. The pooled arrangement could result in a scenario where the floodplain limit of \$10,000,000 is exhausted without the District's needs fully met. Storm damages causing less than \$250,000 in damages would be entirely the responsibility of the District.

DISCUSSION/ANALYSIS:

In early 2018, the District sought quotes from ACWA JPIA for additional flood and earthquake insurance coverage that would not be pooled among neighboring agencies, thereby guaranteeing that funds would be available to the District in event of a regional natural disaster. The quotation the District received includes the following:

- Policy limit of \$25,000,000
- Earthquake Deductible: 5% per unit, subject to \$25,000 minimum
- Flood Deductible: \$25,000 per flood occurrence

- Replacement Cost valuation, not to exceed stated value of real and personal property located at various District locations
- Cost: \$3,044 per year.

If approved, the District could commence coverage in April 2018. Costs for next fiscal year's insurance premiums have already been programmed in the proposed in the FY 2018 – 2019 Operating Budget in anticipation of coverage enrollment.

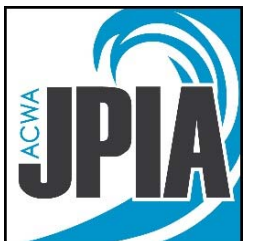
ATTACHMENTS:

1. Quotation for Flood and Earthquake coverage



Coverage – Premium Quotation

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT



March 23, 2018



Difference in Conditions

Coverage Quotation

GROUP PURCHASE PROGRAM

April 1, 2018-2019

Policy Limit: \$25,000,000 per occurrence/annual aggregate
 Sub-limits: Ordinance or Law – not to exceed 10% of building value

Total Insurable Values: \$1,322,824

Replacement Cost valuation, not to exceed stated value of real and personal property located at: Various Locations, Channel Island Beach, CA as per schedule on file.

Deductible: Earthquake: 5% per unit of insurance, subject to a \$25,000 minimum Per Occurrence
 Flood: \$25,000 Per Occurrence
 All Other Perils: \$25,000 Per Occurrence

Annual Premium: \$ 2,950.00
 Taxes & Fees: 94.40

TOTAL ANNUAL PREMIUM: \$ 3,044.29

Excess Coverage Providers	AM Best Rating
Landmark American Ins. Company (\$15M part of \$25M)	A+: XIII
Evanston Insurance Company (\$10M part of 25M)	A: XV

Exclusions: Earthquake Sprinkler Leakage, Terrorism
 Flood in Zones beginning with the Letter A or V, Shaded X or any subset of the 100 Year Flood Plain



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KRISTINA BREWER, Vice President
SUSIE KOESTERER, Director
MARCIA MARCUS, Director
BOB NAST, Director

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, April 10, 2018

To: Board of Directors
From: CJ Dillon, *Office Manager*
Subject: Consider nomination for Ventura Local Agency Formation
Commission on Oversight (LAFCo) Member Representing Independent
Special Districts
Item No. E-3

RECOMMENDATION:

1. Board discretion to nominate candidate - Member Representing Independent Special Districts

FINANCIAL IMPACT: No Impact.

BACKGROUND/DISCUSSION:

In 2015, changes were made to the California Health and Safety Code to update and clarify issues governing the dissolution of redevelopment agencies. One of the updates provided for consolidation of Successor Agency Oversight Boards into a single Countywide Oversight Board, the effective date of which is July 1, 2018. The Countywide Oversight Board is to have 7 members one of who “may be appointed by the independent special district selection committee.” The independent special district selection committee consists of the presiding officer of the legislative body of each of the 30 independent special districts in Ventura County or an alternate member appointed by the district’s legislative body pursuant to govt. Code 56332.

If the Board wishes to nominate an individual to be a candidate for the Countywide Oversight Board, Staff will need to prepare the nominating resolution and a candidate’s statement or resume of no more than 1 page to Kai Luoma, Executive Officer at Ventura LAFCo via certified mail. The deadline for submitting nominating resolution and candidate statement/resume is 5 P.M., Friday, April 20, 2018.

Should the District Board wish to nominate one of its Directors to serve, staff will need to prepare the necessary resolution for Board Action and schedule a Special Meeting before April 20, 2018 to approve the resolution and accompanying candidate statement or resume.

ATTACHMENT:

1. LAFCo – Call for Nominations Letter



VENTURA LOCAL AGENCY FORMATION COMMISSION

COUNTY GOVERNMENT CENTER • HALL OF ADMINISTRATION

800 S. VICTORIA AVENUE, L #1850 • VENTURA, CA 93009

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

WWW.VENTURA.LAFCO.CA.GOV

CALL FOR NOMINATIONS COUNTYWIDE OVERSIGHT BOARD MEMBER REPRESENTING INDEPENDENT SPECIAL DISTRICTS

March 13, 2018

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

RE: CALL FOR NOMINATIONS – Countywide Oversight Board - Member Representing Independent Special Districts

Dear Chair of the Board:

In 2015, changes were made to the California Health and Safety Code to update and clarify issues governing the dissolution of redevelopment agencies. One of the updates provided for the consolidation of Successor Agency Oversight Boards into a single Countywide Oversight Board, the effective date of which is July 1, 2018. The Countywide Oversight Board is to have seven members, one of whom “may be appointed by the independent special district selection committee.” (Health and Safety Code § 34179(j)(3)) The independent special district selection committee (committee) consists of the presiding officer of the legislative body of each of the 30 independent special districts in Ventura County or an alternate member appointed by the district’s legislative body pursuant to Govt. Code § 56332.

The LAFCo Executive Officer is charged with calling for meetings of the committee. Effective January 1, 2018, the Executive Officer is to call a meeting of the committee “Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.” (Govt. Code § 56332(b)(5)) The Ventura LAFCo Executive Officer received such a request.

During the committee’s last selection process in 2016, LAFCo staff determined that the committee’s rules and regulations that governed its selection process were largely inconsistent with state law. As such, henceforth, all committee selections will be conducted consistent with the process outlined in Govt. Code § 56332. Pursuant to Govt. Code 56332(f), I have determined that a meeting of the committee for the purpose of selecting a member representing special districts to the Countywide Oversight Board is not feasible due to the likelihood that a quorum will not be

Chair of the Board, Channel Islands Beach Community Services District
CALL FOR NOMINATIONS – Countywide Oversight Board Special District Member
March 13, 2018
Page 2

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 Countywide Oversight Board, please submit the nominating resolution and a candidate's statement or resume of no more than 1 page to Kai Luoma, Executive Officer, at Ventura LAFCo via certified mail (or via email for those districts that have previously consented – see attached list).

The deadline for submitting nominating resolutions and candidate statements/resumes is 5 P.M., Friday, April 20, 2018. 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, I will prepare and deliver a ballot and voting instructions to each eligible district. For the election to be valid, at least a quorum of the 30 special districts must submit valid ballots.

Thank you for your attention to this matter. Please let me know if further information is desired.

Sincerely,



Kai Luoma
Executive Officer

c: General Manager



VENTURA LOCAL AGENCY FORMATION COMMISSION

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INDEPENDENT SPECIAL DISTRICTS IN VENTURA COUNTY

As of March 2018

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. Montalvo Community Services District*
16. Ojai Valley Sanitary District*
17. Ojai Water Conservation District*
18. Oxnard Drainage District No. 1
19. Oxnard Drainage District No. 2*
20. Oxnard Harbor District*
21. Piru Public Cemetery District
22. Pleasant Valley County Water District
23. Pleasant Valley Recreation & Park District*
24. Rancho Simi Recreation & Park District*
25. Saticoy Sanitary District*
26. Triunfo Sanitation District*
27. United Water Conservation District*
28. Ventura County Resource Conservation District*
29. Ventura Port District
30. Ventura River County Water District*

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



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BOB NAST, Director

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, April 10, 2018

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Revisions to the Retention Schedule
Item: E-4

RECOMMENDATION:

1. Consider and approve revisions to the current Records Retention Schedule.

FINANCIAL IMPACT: No financial impact from current action.

BACKGROUND:

At the September 12, 2017 Regular Board Meeting, the District updated its Records Retention policy, which was last updated in 2004. The purpose of a Record Retention Policy is to ensure that all District records are maintained in accordance with regulatory compliance and those records are properly disposed of when no longer needed. As part of the September 12th action, the Board approved the digitization paper files retained by the District and approved funds for this effort.

To date, District staff has digitized nearly 600 files and folders, and has destroyed 54 boxes of files that were beyond their retention date.

DISCUSSION/ANALYSIS:

In the process of digitizing records, staff identified areas of the Retention Policy where better clarification was needed. The attached Revised Records Retention Schedule includes changes for the following reasons:

- Current schedule does not specifically name the type of record. Record type must be added to the schedule.
- Record type appears in more than one category.
- Retention of certain types of records should be shortened/lengthened based on staff recommendation.

The table below summarizes all the recommended changes to the District's existing Records Retention Schedule.

Proposed Revisions to Accounting Records Retention Schedule

Record	Current Policy	Revised Policy
Payment Stubs	Unaddressed	1 year
Fund Reports	Unaddressed	Audit + 5 years
Investment Reports	Unaddressed	Audit + 5 years
Accounts Payable	Unaddressed	5 years
Invoice Copies	Unaddressed	5 years
Monthly Billing Reports	Unaddressed	5 years
Collection Accounts	Unaddressed	Current + 1 year
Budget work papers	Unaddressed	Current + 1 year
Audit work papers	Unaddressed	Current + 5 years
Payroll / time sheets	Covered in Personnel	

Proposed Revisions to Administration Records Retention Schedule

Record	Current Policy	Revised Policy
Board Meeting Recordings	Unaddressed	Held until Minutes Adopted

Proposed Revisions to Operations Records Retention Schedule

Record	Current Policy	Revised Policy
Station Work Logs	Unaddressed	5 Years
Consumer Confidence Report	Unaddressed	Permanent

Proposed Revisions to Engineering Records Retention Schedule

Record	Current Policy	Revised Policy
Constr. Videos and Photos	Permanent	10 years

Proposed Revisions to Risk Management Records Retention Schedule

Record	Current Policy	Revised Policy
Suits, Claims, Liens	Permanent	Settled + 10 years

As staff continues to organize and record paper documents, unanticipated record types may be discovered, requiring additional revisions to the Records Retention Policy. Staff will seek Board approval if any further revisions are necessary.

One of the primary goals of the digitization process was to make all the District's records available online for staff and public access. The online platform will be launched once all of the District's paper records have been electronically recorded. Staff estimates that all records will be recorded by the latter portion of FY 2018 – 2019.

ATTACHMENTS:

1. Revised, Proposed Records Retention Schedule

ATTACHMENT 1 - Records Retention Schedule

Record	Retention Period
ACCOUNTING RECORDS	
Bank Deposits	Audit + 4
Bank Statements	Audit + 5
Checks	Audit + 5
Budget	Permanent
Audits	Permanent
Loans & Grants	Closed/ Completion + 5
Cash Receipts	Audit + 5
Security Deposits	Audit + 5
Payroll	Audit + 6
Meter Books	Audit + 5
Depreciation Schedules	Audit + 5
Bonds (Final Bond Documentation)	CL + 10
Payment Stubs	1 year
Fund Reports	Audit + 5 years
Investment Reports	Audit + 5 years
Accounts Payable	5 years
Invoice Copies	Audit + 5
Monthly Billing Reports	5 years
Collection Accounts	Current + 1 year
Budget work papers	Current + 1 year
Audit work papers	Current + 5 years
PERSONNEL RECORDS	
Payroll, personnel forms and authorizations	Permanent
Vehicle Mileage Reimbursement / Travel records	Record is superseded + 2
Accident Reports, Injury Claims & Settlements	Permanent
Employee Rights Documents	Terminated + 6
DMV Reports	Closed/Completion + 7
IRS Forms	Audit + 4
Employee Handbook	Superseded + 2
Negotiation (notes, correspondence, MOUs)	Permanent
Employment Applications, Tests, Changes, Terminations	Terminated + 3
Job Descriptions	Superseded + 3
Job Announcements, Recruitment Materials, Eligibility Lists	Closed /Completion + 3
Performance Evaluations & Disciplinary Actions	Terminated + 6
Retirements	Permanent
Time Sheets or Cards	Audit + 6

Record	Retention Period
Employee Training Records	Current year + 7
OPERATIONS AND MAINTENANCE RECORDS	
Bacteriological Analysis	Current Year + 5
Chemical Analysis	Current Year + 10
Reports and Surveys from State Agencies	Current Year + 10
Customer Complaints	Current Year + 2
Work Orders	Current Year + 2
Water Rights and Water Permits and Licenses	Permanent
Master Plans; Capital Improvement Projects	Permanent
Groundwater and Project Studies	Permanent
Construction photos and videos	Life + 5
Underground Service Alert	Current year + 2
Monthly Operations Reports	Current year + 2
Station Work Logs	5 Years
Consumer Confidence Report	Permanent
ENGINEERING RECORDS	
Construction Project Inspection Reports	Life + 7
Construction Videos and Photos	Life + 7
Reports, Plans, Studies Contracted by District	Permanent
Bids, Proposals and Notices	Closed/ Completion + 10
Contract and As-Built Drawings and Submittals	Permanent
Construction Related Correspondence	Closed/ Completion + 10
Permits (Issued by Others)	Life + 3
Environmental Impact Studies and Reports	Permanent
Maps	Permanent
Easements, Encroachments and Deeds	Permanent
MISCELLANEOUS RECORDS	
Correspondence (To or From District)	Current year + 2
Staff and Committee Reports	Current year + 2
Agreements, Contracts, Leases	Permanent
Annexations and Detachments	Permanent
Policies, Rules and Regulations	Superseded + 5
Press Releases and Newsletters	Current Year + 2
PURCHASING RECORDS	
Inventory Records	Audit + 4
Bids and Quotes	Audit + 5
Maintenance Agreements	Life + 4

Record	Retention Period
ADMINISTRATION RECORDS	
Agendas (Board)	10 years
Minutes (Board)	Permanent
Resolutions and Ordinances	Permanent
Public Records Act Requests	2 years
Board Meeting Recordings	Held until Minutes Adopted
ELECTIONS/POLITICAL RECORDS	
Elections Results	Permanent
Proposition 218 Ballots	10 years
Campaign Statements, Conflict of Interest	4 years
Statement of Economic Interest (Elected)	4 years
Statement of Economic Interest (Not Elected)	4 years
RISK MANAGEMENT RECORDS	
Insurance	Permanent
Accident Reports	2 years
Bonds, Insurance	Permanent
Incident Reports	Completion + 2
Insurance (Joint Powers Agreement)	Permanent
Worker's Compensation Insurance and Claims	Permanent
Suits, Claims, Liens where District is Party	Settled + 10 years



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AKBAR ALIKHAN
General Manager

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Regular Board Meeting, April 10, 2018

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Review of Ventura County Proposed Temporary Rental Unit Ordinance
Item: E-5

RECOMMENDATION:

1. Provide feedback to Staff on Proposed Temporary Rental Unit Ordinance.
2. At Board's discretion, direct General Manager to send comment letter to Ventura County Board of Supervisors, summarizing the District's position.

FINANCIAL IMPACT: No financial impact from current action.

BACKGROUND:

Like many areas of the Country, the use of residential dwellings as temporary rental units, or TRUs (TRUs is a collective term for both short-term rentals and home shares), in Ventura County has rapidly increased with the popularity of online hosting platforms and other websites such as Airbnb and Vacation Rental by Owner (VRBO). In December of 2015, the Ventura County Board of Supervisors (BOS) directed County staff to study the effects of short-term rental units (STRs) in the unincorporated areas of the County. After conducting public workshops, meeting with municipal advisor committees (MACs) in unincorporated areas, and reviewing ordinances from other parts of the State, County staff developed a draft TRU Ordinance.

The draft TRU Ordinance was presented to the County Planning Commission on March 1, 2018 and sought to achieve the following goals:

- Provide the legal authority for the County to regulate and enforce, and thereby prevent, the negative community impacts associated with TRU nuisance issues such as noise and parking.
- Prevent future, adverse changes in neighborhood character created by the rapid proliferation of TRUs.
- Limit the impacts of investor-owned TRUs on local rental housing markets and affordability.
- Prohibit TRUs operated by owners who fail to pay business taxes and transient occupancy taxes (TOT) by requiring, as part of the land use permitting process, evidence of a valid County business license, payment of annual business taxes, and/or payment of TOT by owners who are required to pay the TOT and/or business taxes under applicable County ordinances.

DISCUSSION/ANALYSIS:

At a later date, the proposed TRU Ordinance will be considered by the County BOS and the California Coastal Commission. If it so wishes, the District may also comment on the proposed Ordinance language. The highlights of the proposed Ordinance include:

1. Only allow to rent one unit in a multi-family unit.
2. Property manager or owner be available at all times, allowing 1-2 property managers to manage within 30 miles.
3. Permit required and issued by the County. Permits may only be issued to the owner of the subject home share or STR. Permits automatically expire upon sale or transfer of ownership of the property.
4. The contact information for the owner/property manager and the County Code Compliance Division must be posted outside of each unit to be readily visible from the main entrance. The County will provide a mailed notice of permit issuance and renewal, including notice to property owners within 300 feet. The notice will include a list of all standards and provisions, as well as the name and contact information for the property manager/owner and the County Code Compliance Division.
5. For a 2 – 4 bedroom rental, there is a maximum of 3 vehicles allowed.
6. No affordable housing allowed.
7. Six or more owners can not own a vacation rental, unless owners share common ancestors. Investor owned properties are not allowed.
8. Owners and/or property managers are required to resolve any nuisance complaints within 30 minutes, or 15 minutes during quiet hours between 10:00 p.m. and 7:00 a.m.
9. Monitoring and enforcement to be covered by permit/compliance fees along with authorization to hire additional staff if needed. There will be violations issues if rules are broken. Fines can be up to \$1,000 per day.
10. The owner or operator of a short-term rental must show evidence of proper insurance, a valid County business license, and timely payment of both business taxes and County transient occupancy taxes.

The full draft Ordinance is attached for Board consideration. At the Board's request, staff is available to draft and send any comments to the County BOS and/or the California Coastal Commission on behalf of the District.

ATTACHMENTS:

1. Ventura County Proposed TRU Ordinance for Coastal Zone Overlay

ORDINANCE NO. _____

**AN ORDINANCE OF THE COUNTY OF VENTURA, STATE OF CALIFORNIA,
AMENDING DIVISION 8, CHAPTER 1.1, ARTICLES 2, 4, AND 5
OF THE VENTURA COUNTY ORDINANCE CODE, COASTAL ZONING
ORDINANCE, TO REGULATE THE TEMPORARY RENTAL OF DWELLINGS**

The Board of Supervisors of the County of Ventura (“County”) ordains as follows:

**Section 1
Purpose**

The purpose of this Ordinance is to establish standards and requirements for the temporary rental of dwellings as accessory uses thereof in order to: (1) ensure that the use of dwellings as temporary rental units does not adversely impact long-term housing opportunities, including affordable housing opportunities; (2) ensure that the use of dwellings as temporary rental units does not adversely impact the composition and character of residential neighborhoods and communities, and that the temporary rental units are compatible with surrounding land uses; and (3) protect the health, safety and welfare of the temporary rental units’ renters, occupants, neighboring residents, as well as the general public and environment.

Section 2

ARTICLE 2 – DEFINITIONS

Article 2, Section 8172-1 – Application of Definitions, of the Ventura County Ordinance Code is hereby amended to add the following definitions in appropriate alphabetical order:

Home Exchange – A practice in which the owner of a dwelling allows the use of that dwelling in exchange for the use of another person’s dwelling for a limited time period with no rent exchanged.

Homeshare – A dwelling which serves as the owner’s primary residence, any portion of which is rented for a period less than thirty consecutive days when the owner is physically present in the same dwelling, with no meals or food provided to the renter or renters. A homeshare is not considered a home occupation under this Chapter. Use of a dwelling for occasional home exchange is not considered a homeshare.

Rent – The terms rent, rented and rental mean allowing use of a dwelling or property, or any portion thereof, in exchange for consideration in any form.




Short-Term Rental – A dwelling, any portion of which is rented for a period less than thirty consecutive days when the owner is not physically present, with no meals or food provided to the renter or renters. A short-term rental is not considered a home occupation under this Chapter. Use of a dwelling for occasional home exchange is not considered a short-term rental.

Section 3

ARTICLE 4 – PERMITTED USES

Article 4, Section 8174-5 – Permitted Uses by Zone, is hereby amended to add “homeshare” and “short-term rental” as accessory dwelling uses as follows:

Sec. 8174-5 – Permitted Uses by Zone

LAND USE CATEGORY	PERMIT REQUIREMENTS BY ZONE											
	COS	CA	CR	CRE	CR1	CR2	RB	RBH	CRPD	CC	CM	HPD
DWELLINGS – ACCESSORY USES AND STRUCTURES												
Temporary Rental Units (see Sec. 8175-5.21)	ZC*	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC			

Key:

* ZC = Zoning Clearance



Section 4

ARTICLE 5 – DEVELOPMENT STANDARDS/CONDITIONS - USES

Article 5 – Development Standards/Conditions - Uses, is hereby amended by adding a new **Section 8175-5.21 – Temporary Rental of Dwellings**, to read as follows:

Sec. 8175-5.21 – Temporary Rental of Dwellings

Sec. 8175-5.21.1 – Temporary Rental of Dwelling Must Be Expressly Authorized

Except as expressly authorized by this Section 8175-5.21 (the “Section”) or otherwise expressly authorized by this Chapter, no dwelling or portion thereof shall be rented for a term of less than thirty consecutive days in the unincorporated area of Ventura County subject to this Chapter.

Sec. 8175-5.21.2 – Definitions

Refer to Sec. 8172-1, for the definitions of the terms home exchange, homeshare, short-term rental, and rent as used in this Chapter. For purposes of this Section only, the following definitions shall apply:

- a. Owner – A person with a full or partial fee title ownership interest in the subject property. For a property held in a trust, each trustee (but no trust beneficiary) is considered an owner.
- b. Primary Residence – A dwelling which is the owner’s main living location as evidenced by the owner’s address-of-record for official documents such as the property’s title, income tax returns, or a current property tax bill.

Sec. 8175-5.21.3 – Application

Unless otherwise specifically stated in this Section, the applicable operational standards of Sec. 175-5.21.8 and property management requirements of Sec. 8175-5.21.9 are automatically imposed and made a part of every permit issued or renewed for a homeshare or short-term rental pursuant to this Section.

Sec. 8175-5.21.4 – Permit Requirement

- a. A valid permit issued by the County pursuant to this Section is required in order for any person that seeks or receives any rent, payment, fee, commission or compensation in any form, to rent, offer for rent, advertise for rent, or facilitate the rental of a homeshare or short-term rental in the unincorporated area of Ventura County.
- b. A zoning clearance authorizing a homeshare or short-term rental shall be issued or renewed by the Planning Director or designee if the standards and requirements of this Section and those of Sec. 8181-3.1(a) are met.

Sec. 8175-5.21.4.1 – Limited Term

Permits for homeshares and short-term rentals shall be issued or renewed for a maximum term of one year. All permits shall contain the following provision: “This permit shall expire no later than one year after the date of issuance, and is subject to revocation for violation or noncompliance with the requirements of Sec. 8175-5.21 or any other applicable provision of the Ventura County Ordinance Code.”

Sec. 8175-5.21.5 – Permit Eligibility

Permits may only be issued under this Section for homeshares and short-term rentals that meet each of the applicable eligibility requirements stated in this Sec. 8175-5.21.5.

Sec. 8175-5.21.5.1 – Owner Requirements and Limitations

a. Permits may only be issued to the owner(s) of the homeshare or short-term rental property, and shall automatically expire upon sale or transfer of ownership of the property, in whole or in part. All permits shall include the following provision: “This permit shall automatically expire upon sale or transfer of the property, in whole or in part, or as stated in Sec. 8175-5.21.4.1, whichever comes first.”

b. A permit may only be issued for a homeshare or short-term rental property if no owner of the subject homeshare or short-term rental property is also the owner of another homeshare or short-term rental property that is currently permitted under this Section.

Sec. 8175-5.21.5.2 – Ineligible Dwellings and Structures

Except as provided in Sec. 8175-5.21.12, no permit for a homeshare or short-term rental shall be issued for any of the following dwellings:

a. A dwelling that is permitted as an accessory dwelling unit;

b. A dwelling subject to a County-imposed covenant, condition or agreement restricting its use to a specific purpose including but not limited to an affordable housing unit, farmworker housing, a superintendent or caretaker dwelling;

c. A dwelling on property subject to a Land Conservation Act (Gov. Code § § 51200 et seq.) contract;

d. A dwelling on property fully or partially owned by a corporation, partnership, limited liability company, or other legal entity that is not a natural person;

e. A dwelling on property owned by six or more owners, unless each owner shares common ancestors;

f. A dwelling or structure that has not, if legally required, obtained a full building final inspection or been issued a valid certificate of occupancy by the County Building Official; or

g. A dwelling with six or more bedrooms.

Sec. 8175-5.21.6 – Pre-Permitting Inspection

Prior to the initial issuance and each renewal of a permit under this Section, the County Building Official or designee shall conduct an inspection to ensure the dwelling and site comply with the provisions of this Section and other applicable building and zoning codes

and regulations regarding parking, access, fire, and other relevant health and safety standards. If any violation is identified during the inspection, no permit shall be issued under this Section until the violation(s) is abated.

Sec. 8175-5.21.7 – Permit Application, Processing and Fees

a. Applications for the initial issuance and renewal of permits under this Section shall meet the form and content requirements as established by the Planning Director or designee pursuant to Sections 8181-5 and 8181-5.2. As part of each application, the applicant shall submit documentation, as specified by the Planning Director or designee, needed to determine permit eligibility and compliance with all other requirements of this Section.

b. Each application shall include a site plan depicting the location and describing the use of all existing structures.

c. Each application shall include an affidavit in a form provided by the Planning Director or designee, signed by each owner of the subject property, agreeing to comply with the operational standards of Sec. 8175-5.21.8 and the property management requirements of Sec. 8175-5.21.9 should the permit be issued.

d. An annual permit fee authorized by the fee schedule applicable to the Planning Division may be collected upon the filing of an application to cover the County's costs of administering this Section.

e. Prior to permit issuance under this Section, the applicant shall: (i) pay all applicable County fees; (ii) submit a code compliance deposit in accordance with Sec. 8175-5.21.10.2; (iii) provide contact information for the owner of a homeshare, or designate and provide contact information for a property manager of a short-term rental, pursuant to Sec. 8175-5.21.9.1; (iv) provide a fully-executed affidavit pursuant to Sec. 8175-5.21.7(b); (iv) for a short-term rental only, provide proof of compliance with the business tax and licensing, and transient occupancy tax, requirements of Sec. 8175-5.21.9.5; (v) provide proof of insurance pursuant to Sec. 8175-5.21.9.6; and (vi) provide the fully-executed defense and indemnification agreement pursuant to Sec. 8175-5.21.9.7.

f. Notwithstanding any other provision of this Article, no public hearing shall be conducted regarding permit applications under this Section. Decisions of the Planning Director or designee on permit applications are final when rendered and are not subject to appeal.

Sec. 8175-5.21.8 – Operational Standards

The following minimum operational standards apply to all homeshares and short-term rentals. All owners, renters, occupants and visitors of homeshares and short-term rentals shall comply with the operational standards. The owner(s) and permittee(s) of homeshares

and short-term rentals are ultimately responsible for ensuring compliance with, and are liable for violations of, these operational standards.

Sec. 8175-5.21.8.1 – Occupancy Limits

a. Homeshares and short-term rentals shall have a maximum of five bedrooms. The number of bedrooms shall be determined by the County Building Official or designee through the pre-permitting site inspection required under Sec. 8175-5.21.6. Inclusive of the owner(s) in the case of homeshares, overnight occupancy shall be limited to a maximum of two persons per bedroom, plus two additional persons, up to a maximum of ten persons.

b. Inclusive of the owner(s) in the case of homeshares, the maximum number of total persons allowed on the property at any time shall not exceed the maximum overnight occupancy plus six additional persons. No person who is not staying overnight at the homeshare or short-term rental shall be on the property during the quiet hours stated in Sec. 8175-5.21.8.3.

c. Homeshares and short-term rentals shall not be rented to more than one group at a time; no more than one rental agreement shall be effective for any given date.

Sec. 8175-5.21.8.2 – Parking Requirements

a. Parking shall be provided on the property as follows: a minimum of one parking space for short-term rentals in a studio or with one bedroom; a minimum of two parking spaces for homeshares and short-term rentals with two to four bedrooms; and a minimum of three parking spaces for homeshares and short-term rentals with five bedrooms.

b. Permitted garages and driveways on the property shall be unobstructed and made available for renter parking.

Sec. 8175-5.21.8.3 – Noise

a. No use or activity associated with a homeshare or short-term rental shall at any time create unreasonable noise or disturbance.

b. Quiet hours shall be observed from 10:00 p.m. to 7:00 a.m.

c. No outdoor amplified music/sound shall be allowed during quiet hours when a property is being rented as a homeshare or short-term rental.

Sec. 8175-5.21.8.5 – Events and Activities

Unless allowed under an approved Conditional Use Permit, no homeshare or short-term rental property shall be rented or used for any event or activity attended by more persons than are allowed on the property pursuant to Sec. 8175-5.21.8.1, that violates any noise standard of Sec. 8175-5.21.8.3, or that violates any other standard or requirement of this Section or any other local, state or federal law.

Sec. 8175-5.21.8.6 – Refuse

Adequate waste collection facilities and services shall be provided for a homeshare or short-term rental at all times. Waste bins and refuse shall not be left within public view, except in proper containers for the purpose of collection on the scheduled collections day(s). The waste collection schedule and information about recycling and green waste separation and disposal shall be included in the rental agreement and posted conspicuously in the rental unit.

Sec. 8175-5.21.9– Property Management Requirements

The following minimum property management requirements apply to all homeshares and short-term rentals.

Sec. 8175-5.21.9.1 – Owner/Property Manager Requirements

a. At all times a homeshare is rented out, a homeshare owner shall be onsite between the hours of 10:00 p.m. and 7:00 a.m., and within thirty miles of the property at all other times, to ensure compliance with the standards and requirements of this Section.

b. At all times a short-term rental is rented out, the short-term rental shall have a designated property manager who is available twenty-four hours per day, seven days per week, and who shall be within thirty miles of the property, to ensure compliance with the standards and requirements of this Section. An owner may serve as the property manager.

c. Each application under this Section shall include the name, address, and telephone number(s) at which the property manager can be reached at all times, along with the signature of the property manager. Any requested change to the designated property manager shall be made through a formal written request to the Planning Director or designee, and shall include the signature of the proposed property manager and the desired effective date of the change. No change to a short-term rental’s designated property manager shall take effect unless and until approved in writing by the Planning Director or designee.

Sec. 8175-5.21.9.2 – Posting Outside of Units; Permit Notification

a. At all times a dwelling is in use as a short-term rental or homestay, the designated property manager’s contact information and the contact information for the County Resource Management Agency’s Code Compliance Division (“Code Compliance Division”) shall be printed legibly on a sign no larger than 8.5 x 11 inches and posted on an outside wall readily visible from the main entrance to the dwelling, or adjacent to the main entry gate where property access is limited.

b. The Planning Division shall provide a mailed notice of permit issuance, and of each permit renewal, in accordance with Sec. 8181-6.2.1. At a minimum, the notice shall include: (i) a copy of this Section; (ii) the name and contact information for the designated

property manager of a short-term rental, or owner of a homeshare; and (iii) contact information for the Code Compliance Division.

Sec. 8175-5.21.9.3 – Information in Rental Agreements, Advertisements and Listings

a. Each rental agreement, advertisement, and online listing for a short-term rental or homeshare shall prominently display the following information:

- (1) The permitted occupancy and guest limits for both day and night;
- (2) Notification that quiet hours shall be observed between 10:00 p.m. and 7:00 a.m.;
- (3) Notification that no outdoor amplified music or sound is allowed during quiet hours;
- (4) Notification that the property cannot be used for events that exceed the applicable occupancy or guest limits, or that violate the quiet hours, noise standards or any other standard or requirement of this Section;
- (5) The available number of onsite parking spaces, and notification discouraging use of on-street parking;
- (6) The County-issued land use permit number authorizing the homeshare or short-term rental under this Section;
- (7) For short-term rentals only, the current County-issued Business License Tax Certificate identification number.

b. No advertisements or notices regarding the availability of a dwelling for homeshare or short-term rental use shall be posted on the property.

Sec. 8175-5.21.9.4 –Posting Inside of Dwellings

The following information, as well as all information required by Sec. 8175-5.21.9.3, shall be posted in a conspicuous location inside the dwelling within six feet of the main entrance of the homeshare or short-term rental:

- a. The name and contact information for the designated property manager of a short-term rental or owner of a homeshare, and the telephone number(s) at which the person can be reached at all times;
- b. The waste collection schedule and information about recycling and green waste separation and disposal;

c. Notification that the property owner, renter, and occupants are subject to criminal citation and fines, civil penalties and/or permit revocation for violations of the unit's occupancy limits, noise standards and other operational standards.

Sec. 8175-5.21.9.5 – Business License; Business Taxes; Transient Occupancy Tax

To the extent required by applicable County ordinance, the owner of a short-term rental or homeshare shall acquire and maintain a valid County business license, timely pay annual business taxes evidenced by a business tax certificate, and/or obtain and maintain a valid County transient occupancy tax registration certificate and timely pay all required County transient occupancy taxes.

Sec. 8175-5.21.9.6 – Insurance

The owner shall maintain an insurance policy that includes coverage for commercial/business general liability with a minimum limit of \$500,000 per occurrence for claims of personal injury or property damage. Proof of such insurance coverage shall be provided with each permit application under this Section, and shall be made available to the Planning Director or designee upon request.

Sec. 8175-5.21.9.7 – Defense and Indemnification

All owners of a homeshare or short-term rental shall be jointly and severally responsible to defend and indemnify the County and all of its officials, employees and agents from and against all third-party claims, causes of actions, fines, damages and liabilities of whatever nature arising from or related to the processing and issuance of a permit under this Section and/or from the operation of the homeshare or short-term rental. Upon submittal of a permit application under this Section, all owners of the homeshare or short-term rental shall execute a written agreement on a form provided by the Planning Director or designee implementing this defense and indemnification requirement.

Sec. 8175-5.21.9.8 – Record-Keeping

The owner of a homeshare or short-term rental shall keep and preserve all records as may be necessary to demonstrate compliance with the standards and requirements of this Section. These records shall include but are not limited to all rental agreements entered into, advertisements and online listings. The records shall be maintained during the term of the permit issued under this Section, and shall be made available in electronic format for the County's review upon request of the Planning Director or designee.

Sec. 8175-5.21.10 – Inspection and Monitoring

Sec. 8175-5.21.10.1 – Inspections

In addition to the pre-permitting inspection of a homeshare or short-term rental pursuant to Sec. 8175-5.21.6, upon reasonable notice, County staff shall be given access to the dwelling and site to conduct an inspection during the term of the permit to ensure continued operation of the homeshare or short-term rental in compliance with the provisions of this

Section and other applicable building and zoning codes and regulations regarding parking, access, fire, safety, and other relevant issues.

Sec. 8175-5.21.10.2 – Monitoring

County monitoring shall be required for each homeshare and short-term rental operation issued a permit. The permittee shall be responsible for all monitoring costs associated with the operation. Each application request for an initial permit under this Section shall be accompanied by payment of a code compliance review deposit in the amount stated in the Planning Division Fee Schedule. If the County bills against the deposit, the permittee shall replenish the deposit within seven calendar days after the County's written request to the permittee.

Sec. 8175-5.21.11 – Complaints, Violations and Enforcement

This Sec. 8175-5.21.11 governs complaints regarding, and the enforcement of, potential violations of this Section. Sections 8183-5.6 and 8183-5.7, and Sec. 8183-6, shall not apply to homeshares or short-term rentals.

Sec. 8175-5.21.11.1 – Complaints

a. Complaints regarding the condition, operation or conduct of the renters, occupants or visitors of a homeshare or short-term rental shall be directed to the short-term rental property manager or homeshare owner for investigation and resolution. The property manager or owner shall be available by phone at all times the dwelling is rented out as a homeshare or short-term rental.

b. Upon receipt of a complaint that any renter, occupant or visitor of a homeshare or short-term rental has created unreasonable noise or disturbance and/or potentially violated any other operational standard of this Section, the property manager or owner shall take all necessary actions to promptly resolve the issue, including by initially contacting the renter to correct the problem within thirty minutes, or within fifteen minutes during the quiet hours between 10:00 p.m. and 7:00 a.m., after the complaint is first received.

c. Within twenty-four hours after first receiving a complaint pursuant to subsection (b) above, the property manager or owner shall complete the online reporting form provided by the Planning Director or designee to: (1) report and describe the complaint, including the time the complaint was first received; (2) describe all actions taken to resolve the issue, including the time each action was taken; and (3) describe the resolution or current status.

d. A property manager's or owner's failure to promptly resolve a complaint pursuant to subsection (b) above, or to timely and fully report the complaint to the Planning Director or designee on the online reporting form, shall each constitute a separate violation of this Section.

Sec. 8175-5.21.11.2 – Violations

Each of the following acts or omissions related to the operation or use of a homeshare or short-term rental is unlawful and constitutes a violation of this Section. Owners are jointly and severally responsible and liable, along with any other responsible person, for each violation committed with respect to their homeshare or short-term rental. Each day a violation occurs constitutes a separate, additional violation:

- a. Engaging in an act in violation of the permitting requirement of Sec. 8175-5.21.4(a);
- b. Failure to comply with an operational standard of Sec. 8175-5.21.8;
- c. Failure to comply with a property management requirement of Sec. 8175-5.21.9;
- d. Failure to comply with the complaint investigation, resolution and/or reporting requirements of Sec. 8175-5.21.11.1; and
- e. Failure to timely remit to the County any cost, fee or penalty imposed pursuant to this Section.

Sec. 8175-5.21.11.3 – Enforcement; Notice of Violation and Penalty

- a. Except as otherwise stated in this Section, the enforcement rights and remedies available to the County under this Section are cumulative and not exclusive of any other civil and criminal enforcement rights and remedies available to the County under the Ventura County Ordinance Code and applicable law, including but not limited to Sections 13-1 and 8183-3 making violation of this Chapter punishable as a misdemeanor/infracton criminal offense.
- b. Complaints regarding operations received by the County will be addressed by the Planning Director or the Director of the Resource Management Agency’s Code Compliance Division (“Code Compliance Director”), or their designees, who may conduct an investigation to determine whether a violation of this Section has occurred and if so, the appropriate recourse. Evidence of a violation may include, but is not limited to, sheriff reports, criminal citations, online searches, and documentation consisting of photos, sound recordings and video.
- c. If the Planning Director or Code Compliance Director, or their designees, determines that a violation of this Section has occurred, the owner of the homeshare or short-term rental shall be duly noticed of the violation in writing sent by first class mail to the address of record for the owner on file with the Planning Division or, if no permit has been issued for the property pursuant to this Section, to the property’s address and to the property owner’s address of record as stated on latest equalized assessment roll maintained by the Ventura County Assessor.

(1) For violations involving an administrative civil penalty, the notice shall include: a description of the violation and supporting evidence; the amount of the daily and/or total penalty being imposed pursuant to Sec. 8175-5.21.11.4; and notice of the owner's right to appeal the violation and/or penalty amount pursuant to Sec. 8175-5.21.11.6.

(2) For violations involving permit revocation, the notice shall include: a description of the violation and supporting evidence; a statement that permit revocation is being sought; notice of the two-year permit ineligibility period that would result from permit revocation pursuant to Sec. 8175-5.21.11.5; and notice that the permit revocation shall be subject to the administrative hearing process of Sec. 8175-5.21.11.7.

d. A violation and associated penalty that becomes final and non-appealable either by the lapse of the owner's appeal rights pursuant to Sec. 8175-5.21.11.6, or upon completion of the administrative hearing process pursuant to Sec. 8175-5.21.11.7, are referred to hereinafter as a Final Violation and Penalty.

Sec. 8175-5.21.11.4 – Civil Administrative Penalties

a. Penalties for violations of this Section may be assessed and imposed by the Planning Director or Code Compliance Director, or their designees, on any person responsible for the violation in an amount of up to \$1,000 per day the violation occurs. In determining the amount of the penalty, the following factors shall be considered:

(1) The seriousness of the violation with respect to the type and extent of deviation from the standards and requirements of this Section; the harm or threat of harm to persons, the environment and property caused by the violation; the impact of the violation on the property's neighbors, the community at large and surrounding land uses;

(2) The degree of the responsible person's culpability and other circumstances indicating: a greater or lesser need to motivate compliance, such as history of violations either of a similar or different nature, on the same or different property under the same ownership; extent of cooperation with or obstruction of County officials in resolving the violation(s); and economic benefit derived from the violation(s); and

(3) The factors and policies set forth in the Civil Administrative Penalty Guidelines adopted by the County Board of Supervisors;

(4) Other factors as justice may require, including the financial burden of the penalty on the responsible person, if the person raises the issue and produces reliable documentation of their financial condition.

b. Penalties shall be paid by the date required by the County as stated in a written notice which the County shall send to the responsible person. Failure to timely pay an assessed penalty associated with a Final Violation and Penalty constitutes a separate,

additional violation of this Section. Unpaid penalties may be collected by any lawfully authorized means including but not limited to filing of civil action to recover the amount of unpaid penalties. In addition, the County shall have a lien against the subject property in the amount of the unpaid penalties, notice of which may be recorded in the Office of the Ventura County Recorder.

Sec. 8175-5.21.11.5 – Permit Revocation for Cause; Two-Year Permit Ineligibility

a. As an alternative to imposing civil administrative penalties for a violation pursuant to Sec. 8175-5.21.11.4, the Planning Director or Building Official, or their designees, may find that revocation of a permit issued pursuant to this Section is warranted because, based on the factors set forth in Sec. 8175-5.21.11.4(a), the imposition of civil administrative penalties is an inadequate remedy to redress a violation. The final decision regarding permit revocation shall be made by the Hearing Officer pursuant to the administrative hearing process of Sec. 8175-5.21.11.7.

b. If a permit is revoked for cause, no owner of the property upon which the homeshare or short-term rental is located shall be eligible for a new permit under this Section to operate the homeshare or short-term rental at the same property for a period of two years from the effective date of revocation.

Sec. 8175-5.21.11.6 – Appeals of Violations and Civil Administrative Penalties

a. The permittee or other responsible person may administratively appeal a violation determination and/or associated penalty amount. Appeals are considered by a Hearing Officer pursuant to the administrative hearing process of Sec. 8175-5.21.11.7. A completed appeal form shall be submitted to the Planning Director or designee no later than ten calendar days from the date of the County's service of the notice of violation and associated penalty pursuant to Sec. 8175-5.21.11.3. Appeal forms shall be made available by the Planning Director or designee.

b. To be deemed complete, an appeal form shall include the following: (1) the permit number (or, if no permit exists, the property's address) and date stated on the notice of violation and associated penalty; (2) all facts and bases supporting the appellant's position; (3) the name and address of the appellant; and (4) the appeal filing fee established by the County Board of Supervisors.

c. Timely submission of a complete appeal form shall stay the effectiveness of the violation and associated penalty pending the outcome of the administration hearing process. Conversely, if a complete appeal form is not timely submitted, the violation and associated penalty shall become final and not subject to administrative appeal or challenge in a court of law.

Sec. 8175-5.21.11.7 – Administrative Hearing Process

a. An impartial Hearing Officer appointed by the County's Executive Officer or designee shall conduct administrative hearings. The Hearing Officer shall have no financial interest in the outcome of the matter; shall not solicit or receive evidence outside of the hearing; and shall avoid personal contacts and correspondence concerning substantive issues outside of the hearing. The parties to the administrative hearing shall be the County and the person(s) deemed responsible for the subject violation(s) of this Section.

b. The Planning Division shall coordinate and provide notice regarding the scheduling of the hearing. At least twenty calendar days before date of the hearing or rescheduled hearing, the Planning Director or designee shall notify the parties and Hearing Officer by first class mail of the time and date of the hearing. Either party may make a written request to the Planning Division for one continuance of the hearing no later than ten calendar days before the date of the hearing. If the request for continuance is timely submitted, the hearing date shall be rescheduled to a new date certain not more than thirty calendar days after the initially-scheduled hearing date.

c. The Hearing Officer shall consider the following in making his or her decision on the merits: (1) the notice of violation issued by the County pursuant to Sec. 8175-5.21.11.3, along with the County's supporting evidence; (2) the appellant's notice of appeal submitted pursuant to Sec. 8175-5.21.11.6, if applicable; and (3) all other evidence and materials offered by the parties to support their respective position. In addition, the parties shall be allowed to testify and offer argument at the hearing. No later than five calendar days before the hearing date, each party shall deliver, by personal service or overnight mail, its above-referenced evidence and all other materials the party intends to present to support its position, to the Hearing Officer and to the other party.

d. The Hearing Officer shall evaluate the evidence and testimony presented in light of the relevant factors set forth in this Section, and shall decide the following issues:

(1) With respect to violations involving permit revocation, the Hearing Officer shall decide whether the alleged violation(s) occurred and, if so, whether permit revocation is the appropriate remedy. If the Hearing Officer determines that the alleged violation occurred but that revocation is not warranted, then the Hearing Officer shall remand the matter to the County for determination of an appropriate administrative penalty to impose in lieu of permit revocation.

(2) With respect to appeals of violations and/or the amount of associated civil administrative penalties, the Hearing Officer shall decide whether the violation occurred and if so, whether the amount of the penalty is appropriate. If the Hearing Officer determines that the alleged violation occurred but that the amount of the penalty is excessive, then the Hearing Officer shall determine an appropriate, lesser penalty amount based on the factors set forth in Sec. 8175-5.21.11.4(a).

e. The Hearing Officer's decision shall be set forth in a written order served upon the parties by first class mail delivery no later than thirty calendar days after the hearing date. The order shall be considered the Final Administrative Order for purposes of Government Code section 53069.4.

f. Pursuant to Government Code section 53069.4, subdivision (b)(1), if the Final Administrative Order is contested, review shall be sought in the Ventura County Superior Court as a limited civil case within twenty calendar days after the date of service of the Final Administrative Order. A copy of the Notice of Appeal shall be served on the Planning Director or designee either in person or by first class mail. If no Notice of Appeal is timely filed with the Superior Court, the Final Administrative Order issued by the Hearing Officer shall be deemed confirmed and final.

Sec. 8175-5.21.11.8 – Informal Resolution Process

As an alternative to pursuing formal enforcement action, the Planning Director or Code Compliance Director, or their designees, may give the person(s) deemed responsible for a violation of this Section the opportunity to resolve the matter through an informal resolution process intended to achieve and maintain compliance. This process may involve the payment of a negotiated settlement amount by the responsible person(s) and/or a compliance agreement to establish compliance deadlines and related terms and conditions. Persons participating in the informal resolution process shall be required to pay all applicable fees and costs adopted by the County Board of Supervisors.

Sec. 8175-5.21.12 – Legal Nonconforming Short-Term Rentals and Homeshares

This Sec. 8175-5.21.12 governs the continuation of legal nonconforming short-term rentals and homeshares, as defined below. Article 12 shall not apply to this Section.

a. For purposes of this Section, a legal nonconforming short-term rental or homeshare is one that meets each of the following requirements:

(1) A dwelling that was operating and rented as a short-term rental or homeshare before the effective date of this Section, and has continued to operate as such to the present; and

(2) The short-term rental or homeshare does not conform to the permit eligibility requirements of Sec. 8175-5.21.5.2, subdivisions (a), (c), (d), (e), and/or (g).

b. Except as specified in this Sec. 8175-5.21.12, a legal nonconforming short-term rental or homeshare shall be subject to and comply with all standards and requirements of this Section that apply generally to short-term rentals and homeshares.

c. Applicants seeking a permit to operate a legal nonconforming short-term rental or homeshare shall comply with all general permitting requirements of this Section except for

the permit eligibility requirements identified in Sec. 8175-5.21.12(a)(2) with which the owner or dwelling does not conform. As part of the permitting process, applicants shall: (a) submit documentation as specified by the Planning Director or designee establishing that the dwelling qualifies for legal nonconforming status pursuant to this Sec. 8175-5.21.12; and (b) state all permit eligibility requirements identified in Sec. 8175-5.21.12(a)(2) with which the short-term rental or homeshare does not conform.

d. A legal nonconforming short-term rental or homeshare shall be permitted to operate for a maximum of two years from the effective date of this Section (“Grace Period”), or until the sale or transfer of the property in whole or part, whichever occurs first, provided that the permit is not otherwise revoked for cause pursuant to Section 6300-7.5. After expiration or revocation of the permit, no person who seeks or receives any rent, payment, fee, commission, or compensation in any form from the subject legal nonconforming homeshare or short-term rental shall rent, offer for rent, advertise for rent, or facilitate the rental of the subject legal nonconforming homeshare or short-term rental.

e. After expiration or revocation of the permit authorizing a legal nonconforming short-term rental or homeshare, no person who seeks or receives any rent, payment, fee, commission, or compensation in any form from the subject legal nonconforming homeshare or short-term rental shall rent, offer for rent, advertise for rent, or facilitate the rental of the subject legal nonconforming homeshare or short-term rental.

Section 5 Severability

If any subsection, sentence, clause, phrase or word of the Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decisions shall not affect the validity of the remaining portions of this Ordinance. The Ventura County Board of Supervisors hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

Section 6 Effective Date; Implementation

This Ordinance shall become effective upon its certification by the California Coastal Commission. Applicants seeking a permit under this Section for a homeshare or short-term rental that is operating as of the effective date of this Ordinance shall submit complete applications to the Planning Director or designee no later than 90 days after the effective date; the County shall not take enforcement action under this Section regarding any homeshare or short-term rental for which a complete application has been submitted on or before this deadline during the time period when any such application is being processed.

PASSED AND ADOPTED this XX day of XXXXXX, 2018 by the following vote:

AYES: Supervisors _____

NOES: _____

ABSENT: _____

CHAIR, BOARD OF SUPERVISORS

ATTEST:

MICHAEL POWERS
Clerk of the Board of Supervisors
County of Ventura, State of California

By _____
Deputy Clerk of the Board



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MARCIA MARCUS, Director
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AKBAR ALIKHAN
General Manager

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Regular Board Meeting, April 10, 2018

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Policy and Procedure for the Sale of Surplus Real Property
Item No. E-6

RECOMMENDATION:

1. Consider and adopt District Policy and Procedure for the Sale of Surplus Real Property
2. Select one of the two surplus properties as available for sale and set reserve price for said property
3. Set date, time, and location for public auction of selected surplus property
4. Authorize General Manager to proceed with sale of selected surplus property pursuant to adopted District Policy

FINANCIAL IMPACT: No financial impact with current action. Agreement with winning bidder specifying sale amount will be presented to the Board at a later date for consideration.

BACKGROUND:

In December 2017, the District received appraisal reports for its decommissioned well properties ("surplus properties") located at 112 La Crescenta Street and 112 Las Palmas Street. At the January 9, 2018, the Board directed Staff to seek public bids for both properties, with intent to sell one or both properties based on offers received. On February 1, Pursuant to California Government Code §54222, the District sent a notice of its intent to dispose of the surplus property to local public entities with jurisdiction in Hollywood Beach. The public agencies had until April 1, 2018 to submit any notice of interest in the surplus properties. Having not received any notices of interest from public agencies, the District is now able to sell the property to private parties.

DISCUSSION/ANALYSIS:

Policy and Procedure for the Sale of Surplus Real Property

Prior to disposing of surplus property, the District must adopt a policy and procedure for the sale of real property. For the Board's consideration and adoption, attached is a proposed Policy and Procedure for the Sale of Surplus Real Property. The proposed policy outlines the determination of surplus properties, parties eligible to bid, and the procedure for sale of real property. The policy identifies the steps required to sell surplus real property, including:

1. Setting a reserve price for the surplus real property (current action)
2. Setting a date, time, and location for the auction of the surplus property (current action).
3. Publish weekly notices in newspapers in general circulation in the District for 7 weeks, with the first notice published at least 60 days prior to the auction date.
4. Sign will be installed on surplus property for sale. In addition, District will best utilize online resources to advertise listing.
5. Auction will be live/open format, facilitated by a professional auctioneer.
6. Highest bidder will submit \$10,000 deposit within two days.
7. Board will consider sale agreement during a Regular or Special Board Meeting.

In addition to the steps laid described, the Policy also contains several avenues for flexibility for the District. Specifically, the Policy contains the following provisions:

- Reserve price sets a “floor” for the value the District is willing to accept in exchange for the surplus real property.
- District is not obligated to sell the property and may cancel or postpone any scheduled auction indefinitely for any reason at any time.
- Even after bids are received and reserve is met, the GM may instruct the auctioneer to reject all bids and terminate the auction in accordance with Board direction.

Selection of Surplus Property

The two surplus properties, located at 112 La Crescenta Street and 112 Las Palmas Street, are of equal square footage, condition, and appraised value. It is of strategic benefit to the District to retain one of these properties and to proceed with the sale of the remaining property. Previously, the District had considered listing both properties and considering offers, with the intent of selling one or both properties. However, given the open auction format, staff recommends selecting one property to retain and proceeding with the sale of the remaining property. Staff will proceed with the sale of the property as determined by the Board.

Date, Time, and Location of Open Auction

If adopted, the proposed Policy requires at least 60 days between the first published notice and the auction date. Staff’s recommendation is to schedule the auction the week of June 25, 2018 or shortly thereafter at Hollywood Beach School. The recommended date will provide staff ample time to publish a notice and school will no longer be in session.

ATTACHMENT(S):

1. Policy and Procedure for the Sale of Surplus Real Property

**Channel Islands Beach Community Service District
Policy and Procedure for the Sale of Surplus Real Property
April 5, 2018**

POLICY STATEMENT

During the course of implementing programs and providing services to the public, the Channel Islands Beach Community Service District (“CIBCSD”) has acquired real property for public services and related use. If CIBCSD subsequently determines that a property is no longer required for public use, it may sell the property or interest therein in the manner and upon the terms standards and conditions herein and approved by the CIBCSD Board of Directors (“Board”). All sales of property will be made in exchange for payment in cash required for CIBCSD purposes as determined by the Board. The CIBCSD will obtain fair market value for any surplus real property offered for sale, except that less than fair market value may be accepted if it is determined to be in the best interest of the CIBCSD to sell the property for a negotiated amount that is subsequently approved by the Board. This policy does not apply to a lease or any other treatment of real property except for its sale.

PROCEDURE

1. Determination of Surplus Real Property

- 1.1. If the CIBCSD General Manager (“GM”) finds that certain real property is not required for any other public use, he/she shall so report to the Board and the Board may declare it surplus and approve it for sale. Upon approval from the Board, the GM shall cause to be prepared a written estimate of its market value by appraisal or another method generally acceptable within the real estate market.
- 1.2. Prior to disposal of surplus real property by public sale, the GM shall provide written notice to public agencies in the manner prescribed by Section [54220](#) et seq. of the Government Code.
- 1.3. The following procedures apply if the property is not purchased by a public agency pursuant to Section [54222](#) et seq. of the Government Code.

2. Manner of Disposal

- 2.1. The GM may dispose of any surplus real property which has an estimated market value of less than \$5,000 without advertising for bids.
- 2.2. If the surplus real property has an estimated market value of \$5,000 or more, the GM shall dispose of the property in the manner set forth herein and shall require Board approval for final agreement of the sale.

- 2.3. If the parcel which is surplus real property is an uneconomic remnant such that it is not buildable by itself under the current zoning, then the GM, with Board approval, may renegotiate a sale price with the adjoining property owner(s) without advertising for bids.
- 2.4. If the parcel which is surplus real property is a buildable parcel under the current zoning, and the combining of the parcel to an adjacent parcel would provide better development from a planning perspective than development of the surplus property by itself, then the GM, with Board approval, may negotiate a sale with the adjoining property owner(s). If an acceptable price (to the Board) is not reached, then the CIBCSD shall dispose of the property in the manner set forth herein.

3. CIBCSD Personnel Prohibited

No CIBCSD official, officer, Board member, or employee, and any immediate family member of the same, shall bid or be financially interested in any bid for surplus real property sold in accordance with these rules.

4. Sale Procedures

The conveyance of surplus real property by the CIBCSD shall be made to the highest responsible bidder who most closely meets the terms and conditions set by the Board pursuant to the following procedures:

- 4.1. In accordance with the rules set forth in the California Government Code §54950 et. seq., the Board shall revisit the sale of real property in an meeting open to the public by announcing the negotiators, the real property which the negotiation may concern and the person or persons with whom its negotiators may negotiate prior to entering into a closed session.
- 4.2. The board shall then enter into a closed session to review the appraisal or valuation of the real property and set the reserve price for the auction.
- 4.3. Thereafter, the Board shall reconvene in open session, publicly report on any action taken in the closed session and the vote or abstention of any member present. The Board shall then set a date, time and location for the public auction, instruct the GM to give notice to the public of the public auction and hire a professional auctioneer.
- 4.4. The GM shall publish notice of public auction for the surplus real property at least once per week for seven (7) consecutive weeks commencing at least sixty (60) days prior to the auction date in a newspaper of general circulation printed and published within Ventura County that provides services to the constituents of the CIBCSD.
- 4.5. The GM shall have a sign placed in a conspicuous place on the subject property notifying the public of the sale.

4.6. The GM shall advertise the auction of the subject property on more than one real estate sale website including, but not limited to, Zillow, Trulia, Realtor.com, Loopnet and Costar. GM may pursue additional advertising in any reasonable and lawful manner that he/she sees fit.

4.7. Any notices, signs or internet advertisements shall include, at minimum, a legal description of the subject property, a vicinity map showing the general location of the subject property, the time and place of auction, and the terms and conditions for bids including, but not limited to, the language set forth as follows:

“The Channel Islands Beach Community Services District (“District”) reserves the right and is not obligated to sell the subject property such that the District may cancel or postpone any scheduled auction indefinitely for any reason at any time. The District shall provide at least three (3) days’ notice of cancellation or postponement by publication in a newspaper of general circulation, by sign posting or by notice on any website advertisement if previously used by the District. The District reserves the right to refuse to sell unless a minimum bid threshold has been reached as set forth by the District in its sole and absolute discretion. If the minimum threshold has been reached, District may, in its discretion: (1) reject any and all bids, or (2) accept the highest bid. Once a bid is accepted, District shall provide to the prospective purchaser a purchase agreement which prospective purchaser shall sign and deliver to District at its offices by 5:00 PM local time on the second (2nd) calendar day after the day of the auction, along with a \$10,000 deposit that shall be applied towards the purchase price of the property. If prospective purchaser fails to perform, District may, at its discretion, offer the subject property to the next highest bidder.”

4.8. The Board may cancel or provide alternative instructions to GM for the auction in a regular Board meeting or a special Board meeting at least five (5) business days prior to the scheduled auction. Closed session protocol shall be followed as detailed above if price and terms of the auction are discussed.

4.9. The GM shall attend the auction, instruct the auctioneer with regard to instructions from the Board and confirm that the auction takes place in accordance with these procedures.

4.10. The subject property shall be sold to the highest bidder inasmuch as the bid exceeds the reserve price set by the Board and in accordance with Board instructions. Alternatively, the GM may instruct the auctioneer to reject all bids and terminate the auction in accordance with Board direction.

4.11. A successful bidder shall be provided with a purchase and sale agreement whose terms shall have been approved by the Board.

4.12. Unless otherwise specified in the notice to bidders, sale of surplus property shall be completed in an escrow of the GM’s choice.

- 4.13. Successful bids shall be incorporated into a sale and purchase agreement signed by the successful bidder to be approved by the Board in accordance with procedures set forth above (Sections 4.1-4.3) unless the Board rejects the agreement.
- 4.14. The successful bidder shall close escrow as specified in the purchase agreement.
- 4.15. All bidders' deposits shall be retained until escrow closes. If the apparent purchaser fails to complete the transaction and to close escrow, then CIBSCD may enter into a purchase agreement with the next lowest monetary bidder who most closely meets the requirements of this section.



Board of Directors:

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KRISTINA BREWER, Director
MARCIA MARCUS, Director
BOB NAST, Director

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General Manager

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Regular Board Meeting, April 10, 2018

To: Board of Directors
From: Pete Martinez, *Deputy General Manager / Operations Manager*
Subject: Sewer Station Condition Assessment
Item No. E-7

RECOMMENDATION:

1. Receive and file report.

FINANCIAL IMPACT: Modifications to the Capital Improvement Plan (CIP) budget as a result of Assessment findings.

BACKGROUND:

The District owns and operates a wastewater collection system which includes approximately 2,200 sewage connections, 18.1 miles of sewer conveyance pipelines, four lift stations and three pump stations.

To develop a capital improvement plan that is inclusive of the largest individual assets in which the District owns and operates, staff felt it was imperative to perform a condition assessment of all the sewer pump and lift stations.

Station Background

<i>ID</i>	<i>Station Type</i>	<i>Year Built</i>	<i>No. of Pumps</i>
PS A	Dry Vault	1972	2
PS B	Dry Vault	1972	2
PS H	Dry Vault	1967	2
LS Los Robles	Submersible	1997	2
LS Hueneme	Submersible	1993	2
LS Hollywood	Submersible	1995	2
LS Panama	Submersible	1997	2

Objective

The sewer station condition assessment has three main objectives:

- Support Planning – Provide a prioritized list of projects, with costs, that can be incorporated into the District's Capital Improvement Plan (CIP).
- Technical Expertise – Identify improvements to the facilities to improve ease of operation. This included cloud connectivity and additional remote monitoring improvements.
- Comprehensive Approach – Provide a comprehensive list of rehabilitation (electrical, instrumentation and mechanical) such that improvements can be completed together and benefit from standardization and economy of scale.

DISCUSSION:

Condition Assessment

The condition assessment was conducted over two days, on February 21 and 22, 2018. The focus of the condition assessment included mechanical, electrical, instrumentation and structural components for each sewer station.

The results of the condition assessment are listed in the summary table below. The total project implementation costs include a breakdown of electrical and instrumentation versus structural and mechanical improvements.

TOTAL PLANNING LEVEL PROJECT COSTS

FACILITY	ELECT/INST	MECH/STRUCT	TOTAL
PS A	\$ 94,800	\$ 14,600	\$ 109,400
PS B	\$ 90,300	\$ 27,700	\$ 118,000
PS H	\$ 69,400	\$ 13,400	\$ 82,800
LS Los Robles	\$ 74,900	\$ 26,700	\$ 101,600
LS Panama	\$ 89,200	\$ 7,700	\$ 96,900
LS Hueneme	\$ 47,400	\$ 10,600	\$ 58,000
LS Hollywood	\$ 94,800	\$ 7,500	\$ 102,300
	\$ 560,800	\$ 108,200	\$ 669,000

Upon receiving the condition assessment results, staff developed an implementation program based on the following criteria. The prioritization strategy is as follows:

1. Meeting Regulatory Requirements
2. Safety
3. Reliability
4. Operational Efficiency

Using the above criteria as a guiding rule, staff thought that the available capital funds for FY 2018 – 2019 should be used to address the regulatory and safety needs first. Therefore, the revised CIP Budget postpones the FY 2019 Gravity Main Improvements and expedites the Lift Station Improvements to address the regulatory and safety issues. This proposed change was presented to the Facilities Committee on March 27, 2018.

ATTACHMENTS:

1. Sewer Lift Station Condition Assessment



Channel Islands Beach Community Services District **Lift and Pump Station Condition Assessment**

TECHNICAL MEMORANDUM



Date: March 29, 2018
To: Akbar Alikhan, Channel Islands Beach Community Services District
 Pete Martinez, Channel Islands Beach Community Services District
From: Ryan Gallagher, PE, KEH & Associates
 Jack Ivers, PE, IRJ Engineers
 Dennis Schreiber, Prousys
Reviewed By: Keenan Bull, PE, KEH & Associates
Subject: Lift and Pump Station Condition Assessment

INTRODUCTION AND BACKGROUND

Channel Islands Beach Community Services District (District) owns and operates a wastewater collection system which includes approximately 2,200 sewage connections, 18.1 miles of sewer conveyance pipelines, four lift stations and three pump stations.

To develop a capital improvement program for maintaining properly functioning facilities, the District is seeking to assess the condition of the pump and lift stations. A summary of the seven stations is provided in **Table 1**.

**TABLE 1
STATION BACKGROUND**

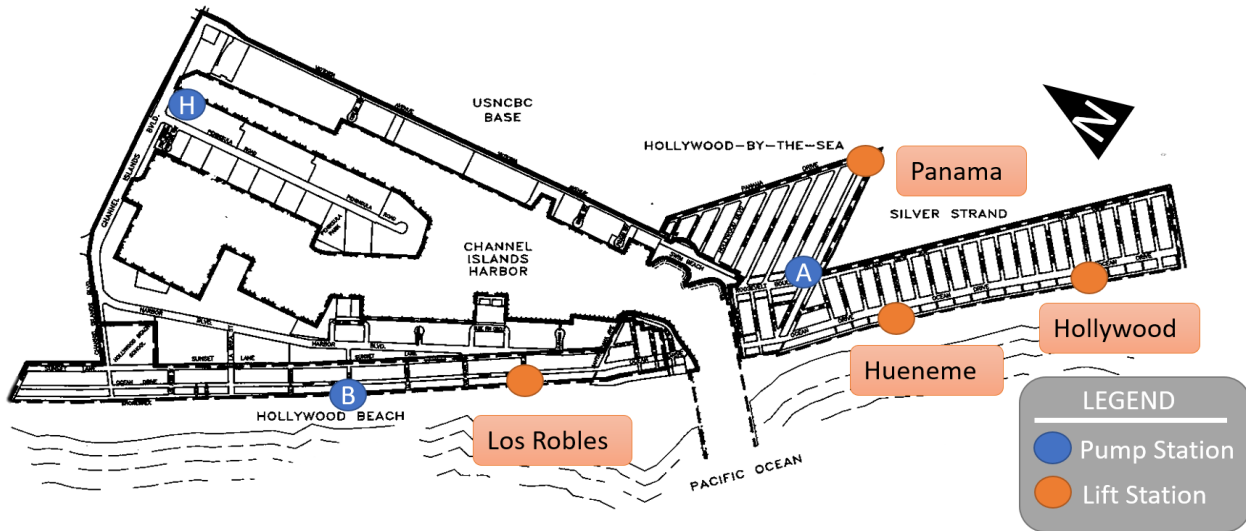
ID	Station Type	Year Built	# of Pumps	As-Builts	Rated Capacity (gpm) ^(a)	Rated TDH (ft) ^(a)	Percent Flow/Capacity (PWWF) ^(a)
PS A	Dry Vault	1972	2	Control Panel only (1994)	470	66	77
PS B	Dry Vault	1972	2	Control Panel only (1994)	470	66	unknown
PS H	Dry Vault	1967	2	Partial	240	20	67
LS Los Robles	Submersible	1997	2	Complete	250	15	14
LS Hueneme	Submersible	1993	2	Complete	Unknown		
LS Hollywood	Submersible	1995	2	Complete	Unknown		
LS Panama	Submersible	1997	2	Complete	Unknown		

Notes:

- (a) All information per City of Oxnard Harbor Area Wastewater Infrastructure Review (Kennedy/Jenks, 2011) and as-builts provided by the District.

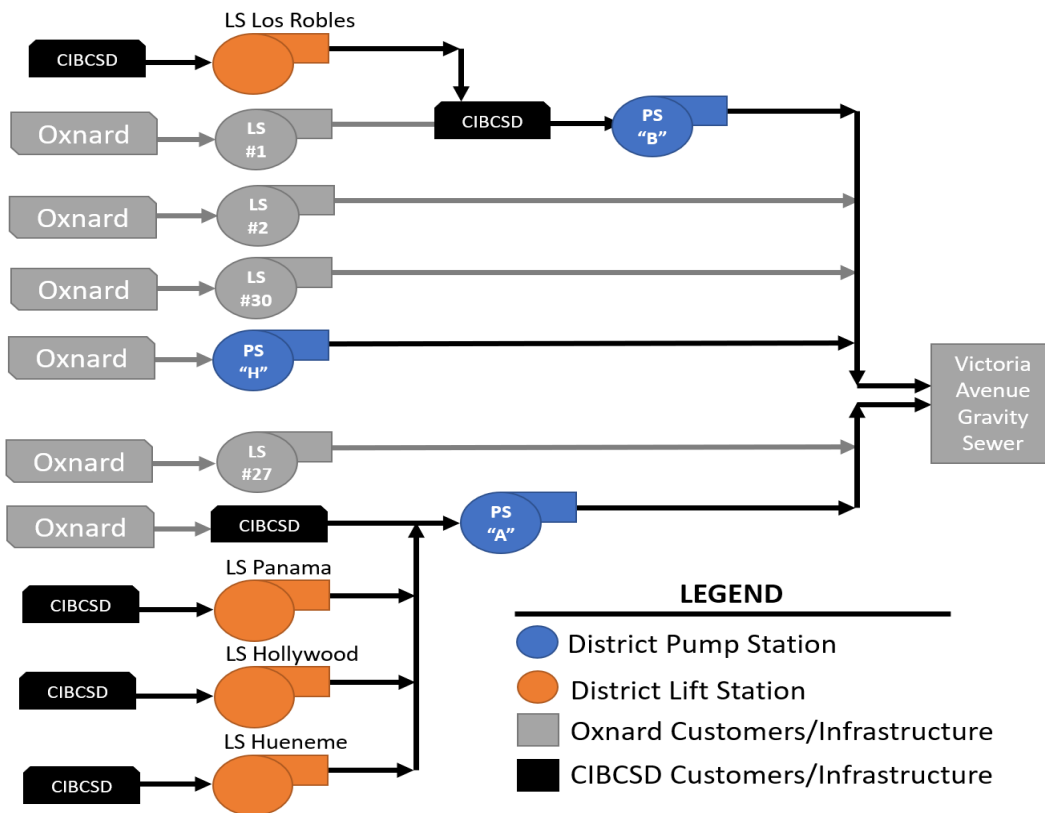
The location of each station is illustrated in **Figure 1**.

**FIGURE 1
 STATION LOCATION**



The stations and other District infrastructure function in conjunction with Oxnard infrastructure. The relationship between the stations noted in **Figure 1** and the Oxnard infrastructure is illustrated in the **Figure 2** flow schematic.

**FIGURE 2
 DISTRICT FLOW SCHEMATIC**



OBJECTIVE

The condition assessment has three main objectives:

- **Support Planning** - Provide a prioritized list of projects, with costs, that can be incorporated into the District's Capital Improvement Plan (CIP).
- **Provide Technical Expertise** - Identify improvements to the facilities to improve ease of operation. This may include cloud connectivity, additional remote monitoring or similar improvements.
- **Define Comprehensive Approach** - Provide a comprehensive list of rehabilitation (electrical, instrumentation and mechanical) such that improvements can be completed together and benefit from standardization and economy of scale. This avoids "touching facilities twice".

CONDITION ASSESSMENT

The condition assessment was conducted over two days, on February 21 and 22, 2018. The focus of the condition assessment included mechanical, electrical, instrumentation and structural components for each station. The following subsections summarize the findings, recommendations and costs for each station.

Pump Station "A" (PS A)

PS A is located on the northeast corner of Roosevelt Avenue and Highland Drive. PS A was constructed and placed into service on or about 1972, although no record drawings for this construction are available. The electrical systems were upgraded in 1994 and as-built drawings are available for these improvements.

This station is the District's largest by capacity and experiences the greatest potential for spikes as it receives flow from three District lift stations (Hueneme, Hollywood, and Panama). The dry vault configuration of this station is similar to PS B and PS H. The station consists of three below ground structures including a wet well, utility vault for the pump and electrical equipment and a meter vault. All three structures are located within the improved right-of-way of Roosevelt Avenue.

The electrical service to PS A is provided by Southern California Edison (SCE) and is terminated in a meter pedestal on the lift station property. The SCE meter number is 256000-207869. The service voltage is rated 240/120V, three-phase, four wire. The main service overcurrent and disconnect device is a 200A circuit breaker located in the meter pedestal. The phase feeder conductor size is 1/0AWG with THWN/THHN insulation. The feeder also appears to include a neutral conductor and an equipment grounding conductor, with sizes that were not readily observable. The feeder is routed from the meter pedestal to a manual single pole double throw transfer switch located in the dry well. The load side of the transfer switch is routed to a gutter above two variable speed drives and a control panel.

A summary of the observations, recommendations and associated costs for rehabilitation and improvement at PS A are provided in **Attachment 1**. The total cost of improvements for PS A is estimated at **\$109,000**.

Pump Station "B" (PS B)

PS B is located on a beach front lot near the intersection of Ocean Drive and La Crescenta Street. PS B is positioned between two beach front single family residences. It is unclear whether the District owns

this property, or it is public right-of-way. The PS B components are similar to that of PS A, but with a slightly different configuration.

PS B was constructed and placed into service on or about 1972, although no record drawings of this construction are available. The electrical systems were upgraded in 1994 and as-built drawings are available for these improvements.

The electrical service to the lift station is provided by Southern California Edison (SCE) and is terminated in a meter pedestal on the lift station property. The SCE meter number is 256000-166484. The service voltage is rated 240/120V, three-phase, four wire. The main service overcurrent and disconnect device is a 150A circuit breaker located in the meter pedestal. The phase feeder conductor sizes were not observed. The feeder is routed from the meter pedestal to a manual single pole double throw transfer switch located in the dry well. The load side of the transfer switch is routed to a gutter above two variable speed drives and a control panel.

A summary of the observations, recommendations and associated costs for rehabilitation and improvement at PS B are provided in **Attachment 1**. The total cost of improvements for PS B is estimated at **\$118,000**.

The costs provided in **Attachment 1** are based on rehabilitation. However, due to the following reasons the District may consider complete replacement:

- **Odor Control** – The District has identified this facility for magnesium hydroxide addition for downstream odor control. Constructing as part of a new facility would be more cost effective.
- **Age of Facilities** – Built in 1972, the facility is 46 years old which is near the estimated useful life of 50 years.
- **Improve Beach Access** – the current configuration includes multiple vaults. A re-configuration could improve the layout and maximize beach access through the existing corridor.
- **Increase Wet Well Size** – District staff noted that the current wet well may be undersized. Rebuilding the station provides an opportunity to re-evaluate and increase as needed.
- **Potential Siting** – It may be possible to build the new station adjacent to the existing, which would lower costs of construction.

The planning level cost for a new lift station with the magnesium hydroxide system is estimated at \$850,000.

Pump Station “H” (PS H)

PS H is located on the south side and within the improved right-of-way of Channel Islands Boulevard, approximately 200 feet east of the intersection of Channel Islands Boulevard and Peninsula Road. The station is in a sidewalk in a mixed residential and commercial area.

The PS H components are similar to that of PS A, but with several exceptions including no VFDs, smaller pumps, and no flowmeter. PS H was constructed and placed into service on or about 1967, although only a single as-built drawing is available for this site.

The electrical service to the lift station is provided by Southern California Edison (SCE) and is terminated in a rack mounted meter socket box on the lift station property. The SCE meter number is 256000-166483. The service voltage is rated 240/120V, three-phase, four wire. The main service

overcurrent and disconnect device and the phase feeder conductor sizes were not observed. The feeder is routed from the meter pedestal to a manual single pole double throw transfer switch located in the dry well. The load side of the transfer switch is routed to a motor control center with full voltage motor starters and a control panel.

A summary of the observations, recommendations and associated costs for rehabilitation and improvement at PS H are provided in **Attachment 1**. The total cost of improvements for PS H is estimated at **\$83,000**.

Lift Station Los Robles

LS Los Robles is located near the intersection of Ocean Drive and Los Robles Street. The facility was constructed in 1997, and the District maintains complete as-builts for the site. Similar to the District's other lift stations, the facility consists of a wet well with two submersible pumps, and separate dry vault for discharge check valves, isolation valves and bypass connections.

The electrical service to the lift station is provided by Southern California Edison (SCE) and is terminated in a custom control panel on the lift station property. The SCE meter number is 256000-022803. The service voltage is rated 240/120V, three-phase, four wire. The main service overcurrent and disconnect device is a 60A circuit breaker located in the control panel. The phase feeder conductors are 4AWG. The feeder is also connected through a rocker arm assembly interlock with a 60A circuit breaker served by the generator receptacle.

The 3HP motors are controlled by reduced voltage solid-state starters. The starters appear to be in adequate condition.

A summary of the observations, recommendations and associated costs for rehabilitation and improvement at LS Los Robles are provided in **Attachment 1**. The total cost of improvements for LS Los Robles is estimated at **\$102,000**.

Lift Station Panama

LS Panama is located near the intersection of Panama Drive and Highland Drive. The facility was constructed in 1997, and the District maintains complete as-builts for the site. Similar to the District's other lift stations, the facility consists of a wet well with two submersible pumps, and separate dry vault for discharge check valves, isolation valves and bypass connections.

The electrical service to the lift station is provided by Southern California Edison (SCE) and is terminated in a custom control panel on the lift station property. The SCE meter number is 256000-164965. The service voltage is rated 240/120V, three-phase, four wire. The main service overcurrent and disconnect device is a 60A circuit breaker located in the control panel. The phase feeder conductors are 6AWG. The feeder is also connected through a rocker arm assembly interlock with a 60A circuit breaker served by the generator receptacle.

The 3HP motors are controlled by reduced voltage solid-state starters. The starters appear to be in adequate condition.

A summary of the observations, recommendations and associated costs for rehabilitation and improvement at LS Panama are provided in **Attachment 1**. The total cost of improvements for LS Panama is estimated at **\$97,000**.

Lift Station Hollywood

LS Hollywood is located near the intersection of Hollywood Avenue and Ocean Drive. The facility was constructed in 1995, and the District maintains complete as-builts for the site. Similar to the District's other lift stations, the facility consists of a wet well with two submersible pumps, and separate dry vault for discharge check valves, isolation valves and bypass connections.

The electrical service to the lift station is provided by Southern California Edison (SCE) and is terminated in a custom control panel on the lift station property. The SCE meter number is 256000-164965. The service voltage is rated 120/240V, single-phase, three-wire. The main service overcurrent and disconnect device is a 100A circuit breaker located in the control panel. The phase feeder conductors are 4AWG. The feeder is also connected through a manual transfer switch that serves a control panel mounted receptacle allowing for portable generator connection. The feeder is also connected through a rocker arm assembly interlock with a 100A circuit breaker served by the generator receptacle.

The 3HP motors are controlled by full voltage starters. The starters appear to be in adequate condition.

A summary of the observations, recommendations and associated costs for rehabilitation and improvement at LS Hollywood are provided in **Attachment 1**. The total cost of improvements for LS Hollywood is estimated at **\$102,000**.

Lift Station Hueneme

LS Hueneme is located near the intersection of Hueneme Avenue and Ocean Drive. The facility was constructed in 1993, and the District maintains complete as-builts for the site. Similar to the District's other lift stations, the facility consists of a wet well with two submersible pumps, and separate dry vault for discharge check valves, isolation valves and bypass connections.

The electrical service to the lift station is provided by Southern California Edison (SCE) and is terminated in a custom control panel on the lift station property. The SCE meter number is 254000-014982. The service voltage is rated 240/120V, three-phase, four wire. The main service overcurrent and disconnect device is a 70A circuit breaker located in the control panel. The phase feeder conductors are 6AWG. The feeder is also connected through a manual transfer switch that serves a control panel mounted receptacle allowing for portable generator connection.

The 5HP motors are controlled by full voltage starters. The starters appear to be in adequate condition.

A summary of the observations, recommendations and associated costs for rehabilitation and improvement at LS Hueneme are provided in **Attachment 1**. The total cost of improvements for LS Hueneme is estimated at **\$58,000**.

RECOMMENDATIONS

A summary of the total implementation cost for all identified projects is summarized in **Table 2**. The table includes a general breakdown of electrical and instrumentation versus structural and mechanical improvements.

TABLE 2
TOTAL PLANNING LEVEL PROJECT COSTS

FACILITY	ELECT/INST	MECH/STRUCT	TOTAL
PS A	\$ 94,800	\$ 14,600	\$ 109,400
PS B	\$ 90,300	\$ 27,700	\$ 118,000
PS H	\$ 69,400	\$ 13,400	\$ 82,800
LS Los Robles	\$ 74,900	\$ 26,700	\$ 101,600
LS Panama	\$ 89,200	\$ 7,700	\$ 96,900
LS Hueneme	\$ 47,400	\$ 10,600	\$ 58,000
LS Hollywood	\$ 94,800	\$ 7,500	\$ 102,300
	\$ 560,800	\$ 108,200	\$ 669,000

Projects identified in this report were reviewed with the District on March 26th, 2018 and an implementation program developed. The prioritization of projects was based on the following criteria, in order of importance:

1. Meeting Regulatory Requirements
2. Safety
3. Reliability
4. Operations

Table 3 summarizes the proposed schedule for these projects.

TABLE 3
CIP 5 YEAR SCHEDULE

Project	2018-19	2019-20	2020-21	2021-22	2022-23
Controls – LS Panama & LS Los Robles	\$44,000				
Controls – LS Hollywood & PS H			\$44,000		
Bypass Fan Switch ^(a)	\$5,000				
PS A – Electrical/Instrumentation		\$94,800			
PS B – Electrical/Instrumentation		\$68,300			
PS H – Provide EYS Fittings		\$1,000			
PS H – Balance of Work					\$68,400
LS Hueneme – Electrical/Instrumentation	\$47,400				
LS Panama – Electrical/Instrumentation			\$67,200		
LS Hollywood – Electrical/Instrumentation				\$72,800	
LS Los Robles – Electrical/Instrumentation				\$52,900	
All – Structural/Mechanical					\$108,200
Total	\$96,400	\$164,100	\$111,200	\$125,700	\$176,600

Notes:

- (a) Cost not included in Table 2; this represents temporary work by the District to address ventilation system code compliance.

ATTACHMENT 1

RECOMMENDATIONS AND PLANNING LEVEL COSTS

March 2018

**Channel Islands Beach Community Services District
Lift and Pump Station Condition Assessment
Pump Station A Summary**



Type	Observations	Recommendations	Magnitude of Cost
Mechanical	The station consists of two pumps which operate in a lead/lag configuration using a VFD, originally designed to maintain a set level in the wet well. District staff	Evaluate need for VFDs, and consider avoiding replacement as part of upgrades.	N/A
Mechanical	One of the pumps shows excessive corrosion.	Assuming pumps are part of original construction (1972), replacement is recommended for the pump showing excessive corrosion.	\$ 5,000
Electrical	Electrical Service Meter.	The District should obtain the maximum electrical demand from SCE for the most recent 12 month period to confirm the adequacy of the service.	N/A
Electrical	Service Meter Pedestal: The existing pedestal has significant rust and is in a condition where it can be easily knocked over on its pad. The existing feeder conductors are rated for 150A, and are connected to a 200A circuit breaker in the pedestal.	Replace pedestal and feeder.	\$ 6,500
Electrical	Motor Controls: The 20HP motors are controlled by variable speed drives, with a drive for each motor located in a NEMA 1 enclosure within the drywell. The drives appear to include an option for bypassing the VFDs and operating the motors using full voltage starting. The drives are obsolete, but appear to be in working condition. Consider replacement of drives with reduced voltage solid state 'soft' starters.	Replace drives.	\$ 6,000
Electrical	Generator Connections: The connection point for a portable generator consists of a receptacle in the dry well that is physically attached and connected to the manual transfer switch.	It is assumed that the District has coordinated the connection of their existing generator at the lift station.	N/A
Electrical	The existing dry well ventilation system, which operates continuously, appears to be lacking an alarm indicating the system is inoperative.	Add alarm signal for both local and remote annunciation.	\$ 2,500
Electrical	The conduit penetrations at the wet well for the level transducer and floats do not appear to have explosion proof seals.	Provide EYS fittings.	\$ 1,500
Electrical	No arc-flash labeling was observed on the existing equipment.	Recommend short-circuit, coordination, arc-flash study be performed.	\$ 4,500
Instrument	Programmable controller is obsolete	Replace with new controller	\$ 22,000
Structural	Significant localized delamination of protective coatings on pump base and floor at pump closest to access stairway	Consider re-application of coating system at next pump maintenance or replacement.	\$ 1,000
Structural	Some minor concrete cracking MH rim at wet well access.	Evaluate need for crack repair and/or resulting infiltration & inflow	\$ 600
Subtotal			\$ 49,600
Contractor P&OH (15%)			\$ 7,400
Division Costs (11%)			\$ 5,500
Bonding and Insurance (6%)			\$ 3,000
Contingences (30%)			\$ 14,900
Construction Total			\$ 80,400
Engineering and Design (15%)			\$ 12,100
Engineering Support During Construction (6%)			\$ 4,800
Construction Management and Inspection (15%)			\$ 12,100
Project Total			\$ 109,400

**Channel Islands Beach Community Services District
Lift and Pump Station Condition Assessment
Pump Station B Summary**



Type	Observations	Recommendations	Magnitude of Cost
Mechanical	Fluid leaking out of pump discharge may suggest packing/seal failure. This leaking is causing corrosion to pump equipment base and anchorage system.	Replace pump seals and packing at recommended pump maintenance interval(s).	\$ 2,000
Mechanical	Minor corrosion at check valve, pipe and valve operator locations in vault.	Repaint (touch-up) at pipe locations in vault.	\$ 1,000
Electrical	Electrical Service Meter	The District should obtain the maximum electrical demand from SCE for the most recent 12 month period to confirm the adequacy of the service.	N/A
Electrical	Service Meter Pedestal: The existing pedestal has significant rust inside and outside the enclosure.	Replace pedestal.	\$3,500
Electrical	Motor Controls: The 20HP motors are controlled by variable speed drives, with a drive for each motor located in a NEMA 1 enclosure within the drywell. The drives appear to include an option for bypassing the VFDs and operating the motors using full voltage starting. The drives are obsolete, but appear to be in working condition. Consider replacement of drives with reduced voltage solid state 'soft' starters.	Replace drives.	\$6,000
Electrical	Generator Connections: The connection point for a portable generator consists of a receptacle in the dry well that is physically attached and connected to the manual transfer switch.	It is assumed that the District has coordinated the connection of their existing generator at the lift station.	N/A
Electrical	The existing dry well ventilation system, which operates continuously, appears to be lacking an alarm indicating the system is inoperative.	Add alarm signal for both local and remote annunciation.	\$2,500
Electrical	The conduit penetrations at the wet well for the level transducer and floats do not appear to have explosion proof seals.	Provide EYS fittings.	\$2,000
Electrical	There are only remnants of a corroded junction box located on the east wall of the dry well, leaving exposed wiring.	Provide new junction box.	\$500
Electrical	No arc-flash labeling was observed on the existing equipment.	Recommend short-circuit, coordination, arc-flash study be performed.	\$4,500
Instrument	Programmable controller is obsolete	Replace with new controller	\$ 22,000
Structural	Dry pit: Water infiltration evident in dry pit behind electrical/control enclosures and down the wall. Concrete spalling is occurring at elevations below apparent infiltration and protective coating system is delaminated at certain locations as a result.	Seal joints in dry pit walls, grout in locations where concrete spalling has occurred and replace protective coating system in-place	\$ 1,600
Structural	Dry pit: access hatch (Bilco) components have experienced corrosion on the under side of the access hatches	Install powder coating system on hatch interior metal components and refurbish using corrosion resistant components	\$ 1,500
Structural	Bypass Valve Vault: Corroded metal supports on hatch door configuration. Metal concrete anchors from hatch to concrete section are completely corroded and not anchored to the concrete as intended.	Remove or replace as necessary. These are used as an anchor for the hatch frame (secondary). Should be replaced as maintenance continues	\$ 1,000
Structural	Vault Vent tube wall anchorage is corroding and may be pulling out of anchor holes.	Grout anchor holes and re-install anchor bolts. Re-install protective coating on bolts.	\$ 1,000
Structural	Dry Pit Vent Slab: Concrete slab with air vent on south end of dry pit is not anchored structurally to the concrete structure. Operators indicated that the 12" slab moves if it is bumped or otherwise laterally disturbed and is not securely attached to the concrete underneath. This could be a possible location where water infiltration is occurring as well, though that is unconfirmed.	Demolish the concrete pad to the south and re-establish the air vent location to secure the vent and seal any openings in the dry pit vault wall. Further investigation is needed to determine the configuration of the vent and wall penetration for the vent.	\$ 4,500
Subtotal			\$ 53,600
Contractor P&OH (15%)			\$ 8,000
Division Costs (11%)			\$ 5,900
Bonding and Insurance (6%)			\$ 3,200
Contingences (30%)			\$ 16,100
Construction Total			\$ 86,800
Engineering and Design (15%)			\$ 13,000
Engineering Support During Construction (6%)			\$ 5,200
Construction Management and Inspection (15%)			\$ 13,000
Project Total			\$ 118,000

**Channel Islands Beach Community Services District
Lift and Pump Station Condition Assessment
Pump Station H Summary**



Type	Observations	Recommendations	Magnitude of Cost
Mechanical	Fluid leaking out of pump discharge may suggest packing/seal failure. This leaking is causing corrosion to pump equipment base and anchorage system.	Replace pump seals and packing at recommended pump maintenance interval(s).	\$ 2,000
Electrical	Electrical Service Meter	The District should obtain the maximum electrical demand from SCE for the most recent 12 month period to confirm the adequacy of the service.	N/A
Electrical	Motor Controls: The 5HP motors are controlled by full voltage automatic starters located in the dry well motor control center. Consider replacement of the starters with reduced voltage solid state 'soft' starters.	Replace the full voltage starters.	\$ 4,000
Electrical	The conduit penetrations at the wet well for the level controls do not appear to have explosion proof seals.	Provide EYS fittings.	\$ 1,000
Electrical	No arc-flash labeling was observed on the existing equipment.	Recommend short-circuit, coordination, arc-flash study be performed.	\$ 4,500
Instrument	Programmable controller is obsolete	Replace with new controller	\$ 22,000
Structural	Significant concrete spalling at pump base on vault floor. Delamination of protective coatings at vault floor and equipment bases. Anchor bolts look extremely corroded at equipment bases.	Corrosion seems to be caused by pump packing/seal failure condition. Once the leakage out of the pump is addressed, protective coatings and grout should be re-installed at pump equipment base(s).	\$ 1,600
Structural	Entry stairs: Safety concern at handrail for entrance may be too low.	Install Bilco safety assist to hold on to as you lower down in to the stairs and are able to grab the hand rail.	\$ 500
Structural	Some evidence of water infiltration at concrete joints in vault walls and pipe discharge header at higher vault elevation.	Grout pipe wall penetration zone and replace joint sealant at impacted wall locations.	\$ 800
Structural	Minor concrete spalling above electrical enclosures opposite entry stairs. Concrete pitting at various wall locations.	Grout and replace joint sealant at impacted wall locations.	\$ 1,200
Subtotal			\$ 37,600
Contractor P&OH (15%)			\$ 5,600
Division Costs (11%)			\$ 4,100
Bonding and Insurance (6%)			\$ 2,300
Contingences (30%)			\$ 11,300
Construction Total			\$ 60,900
Engineering and Design (15%)			\$ 9,100
Engineering Support During Construction (6%)			\$ 3,700
Construction Management and Inspection (15%)			\$ 9,100
Project Total			\$ 82,800

**Channel Islands Beach Community Services District
Lift and Pump Station Condition Assessment
Lift Station Hollywood Summary**



Type	Observations	Recommendations	Magnitude of Cost
Mechanical	Minor corrosion at check valve and valve operator locations in vault.	Repaint (touch-up) at pipe locations in vault.	\$ 1,000
Electrical	Service: The main service overcurrent and disconnect device is a 100A circuit breaker located in the control panel. The phase feeder conductors are 4AWG.	The 4AWG conductors should be replaced with minimum 3AWG conductors for connection to the 100A circuit breakers.	\$ 1,500
Electrical	Electrical Service Meter	The District should obtain the maximum electrical demand from SCE for the most recent 12 month period to confirm the adequacy of the service.	N/A
Electrical	The valve vault includes an exhaust fan that operates only when the hatch doors are open. NFPA 820 considers the vault to be a Class I Division 2 location unless the fan runs continuously. The installed electrical work in the vault is not rated for hazardous locations.	Revise the fan operation so that it runs continuously and provide local and remote alarm upon fan failure.	\$ 2,500
Electrical	The conduit penetrations at the wet well do not appear to have explosion proof seals.	Install EYS fittings.	\$ 2,500
Electrical	No arc-flash labels were observed on the existing equipment.	Recommend short-circuit, coordination, arc-flash study be performed.	\$ 4,500
Instrument	Programmable controller is obsolete	Replace with new controller	\$ 22,000
Instrument	Flow meter is needed	Install flow meter 6"	\$ 4,000
Instrument	Pressure-type level transducer is troublesome	Replace with ultrasonic level sensor	\$ 2,500
Instrument	Vault for flow meter	Install flow meter vault	\$ 3,500
Structural	Concrete spalling on wall of valve vault on vault interior. Core holes in wall for wall penetrations (conduit) that are no longer in place.	Grout fill holes and patch concrete. Re-install protective coating system.	\$ 2,400
Subtotal			\$ 46,400
Contractor P&OH (15%)			\$ 7,000
Division 01 General Requirements Costs (11%)			\$ 5,100
Bonding and Insurance (6%)			\$ 2,800
Contingences (30%)			\$ 13,900
Construction Total			\$ 75,200
Engineering and Design (15%)			\$ 11,300
Engineering Support During Construction (6%)			\$ 4,500
Construction Management and Inspection (15%)			\$ 11,300
Project Total			\$ 102,300

Channel Islands Beach Community Services District
Lift and Pump Station Condition Assessment
Lift Station Hueneme Summary



Type	Observations	Recommendations	Magnitude of Cost
Mechanical	Minor corrosion at valve and valve operator locations in vault.	Repaint (touch-up) at pipe locations in vault.	\$ 1,000
Electrical	The 4AWG generator feeder is also connected through a manual transfer switch that serves a control panel mounted receptacle allowing for portable generator connection. There did not appear to be a main circuit breaker in the control panel for operating while on the portable generator. The portable generator circuit breaker rating is 110A and does not provide code required protection of the 4AWG conductors. The transfer switch operating mechanism is broken, requiring the transfer switch to be operated without the deadfront panel protection.	Replace the transfer switch and provide local 70A circuit breaker for operation with the portable generator.	\$ 3,000
Electrical	Electrical Service Meter	The District should obtain the maximum electrical demand from SCE for the most recent 12 month period to confirm the adequacy of the service.	N/A
Electrical	The valve vault includes an exhaust fan that operates only when the hatch doors are open. NFPA 820 considers the vault to be a Class I Division 2 location unless the fan runs continuously. The installed electrical work in the vault is not rated for hazardous locations.	Revise the fan operation so that it runs continuously and provide local and remote alarm upon fan failure.	\$ 2,500
Electrical	No arc-flash labeling was observed on existing equipment.	Recommend short-circuit, coordination, arc-flash study be performed.	\$ 4,500
Instrument	Programmable controller is obsolete	Replace with new controller. The District is currently in the process of upgrading, so these costs are not included.	\$ -
Instrument	Flow meter is needed	Install flow meter 6"	\$ 4,000
Instrument	Pressure-type level transducer is troublesome	Replace with ultrasonic level sensor. Original construction shown with level transducer.	\$ 4,000
Instrument	Vault for flow meter	Install flow meter vault	\$ 3,500
Structural	Some spalling and grout failure at pipe support at valve vault floor elevation. Minor coating system delamination.	Re-grout equipment base and re-install protective coating system	\$ 1,600
Structural	Electrical equipment base is cracking and spalling. Grout failure observed.	Re-grout equipment base and establish appropriate support for electrical equipment.	\$ 600
Structural	Some concrete spalling near top of west side of valve vault. Cored holes may be allowing water infiltration.	Grout fill holes and patch concrete. Re-install protective coating system.	\$ 1,600
Subtotal			\$ 26,300
Contractor P&OH (15%)			\$ 3,900
Division Costs (11%)			\$ 2,900
Bonding and Insurance (6%)			\$ 1,600
Contingences (30%)			\$ 7,900
Construction Total			\$ 42,600
Engineering and Design (15%)			\$ 6,400
Engineering Support During Construction (6%)			\$ 2,600
Construction Management and Inspection (15%)			\$ 6,400
Project Total			\$ 58,000

**Channel Islands Beach Community Services District
Lift and Pump Station Condition Assessment
Lift Station Los Robles Summary**



Type	Observations	Recommendations	Magnitude of Cost
Mechanical	Minor corrosion at check valve and valve operator locations in vault.	Repaint (touch-up) at pipe locations in vault.	\$ 1,000
Mechanical	PVC discharge connection tends to be damaged during O&M.	Replace PVC with more durable material.	\$ 2,500
Mechanical	French drain used for stormwater near Ocean Drive has overflowed and flooded the facility.	Evaluate options to mitigate flooding potential through sealing the vault hatch or improving drainage. As-builts show a 4-inch floor drain in the valve vault.	
Electrical	Electrical Service Meter	The District should obtain the maximum electrical demand from SCE for the most recent 12 month period to confirm the adequacy of the service.	N/A
Electrical	The valve vault includes an exhaust fan that operates only when the hatch doors are open. NFPA 820 considers the vault to be a Class I Division 2 location unless the fan runs continuously. The installed electrical work in the vault is not rated for hazardous locations.	Revise the fan operation so that it runs continuously and provide local and remote alarm upon fan failure.	\$ 2,500
Electrical	No arc-flash labeling was observed on the existing equipment.	Recommend short-circuit, coordination, arc-flash study be performed.	\$ 4,500
Instrument	Programmable controller is obsolete	Replace with new controller	\$ 22,000
Instrument	Flow meter is needed	Install flow meter 6"	\$ 2,500
Instrument	Pressure-type level transducer is troublesome	Replace with ultrasonic level sensor	\$ 2,500
Structural	Concrete spalling in west wall of valve vault and hose bibb location on vault interior. Core holes in wall for wall penetrations (conduit) that are no longer in place.	Grout fill holes and patch concrete. Re-install protective coating system.	\$ 2,400
Structural	Some delamination of wet well coating system at lower elevation (minor)	Monitor for excessive corrosion and replace protective coating system in the future.	\$ 5,400
Structural	Concrete cracking observed at joints near top of valve vault.	Grout concrete cracks and restore protective coating system.	\$ 800
Subtotal			\$ 46,100
Contractor P&OH (15%)			\$ 6,900
Division Costs (11%)			\$ 5,100
Bonding and Insurance (6%)			\$ 2,800
Contingences (30%)			\$ 13,800
Construction Total			\$ 74,700
Engineering and Design (15%)			\$ 11,200
Engineering Support During Construction (6%)			\$ 4,500
Construction Management and Inspection (15%)			\$ 11,200
Project Total			\$ 101,600

**Channel Islands Beach Community Services District
Lift and Pump Station Condition Assessment
Lift Station Panama Summary**



Type	Observations	Recommendations	Magnitude of Cost
Mechanical	Minor corrosion at check valve and valve operator locations in vault.	Repaint (touch-up) at pipe locations in vault.	\$ 1,000
Mechanical	PVC discharge connection tends to be damaged during O&M.	Replace PVC with more durable material.	\$ 2,500
Electrical	Electrical Service Meter	The District should obtain the maximum electrical demand from SCE for the most recent 12 month period to confirm the adequacy of the service.	N/A
Electrical	The valve vault includes an exhaust fan that operates only when the hatch doors are open. NFPA 820 considers the vault to be a Class I Division 2 location unless the fan runs continuously. The installed electrical work in the vault is not rated for hazardous locations.	Revise the fan operation so that it runs continuously and provide local and remote alarm upon fan failure.	\$ 2,500
Electrical	No arc-flash labeling was observed on the existing equipment.	Recommend short-circuit, coordination, arc-flash study be performed.	\$ 4,500
Instrument	Programmable controller is obsolete	Replace with new controller	\$ 22,000
Instrument	Flow meter is needed	Install flow meter 6"	\$ 4,000
Instrument	Pressure-type level transducer is troublesome	Replace with ultrasonic level sensor	\$ 4,000
Instrument	Vault for flow meter	Install flow meter vault	\$ 3,500
Subtotal			\$ 44,000
Contractor P&OH (15%)			\$ 6,600
Division Costs (11%)			\$ 4,800
Bonding and Insurance (6%)			\$ 2,600
Contingences (30%)			\$ 13,200
Construction Total			\$ 71,200
Engineering and Design (15%)			\$ 10,700
Engineering Support During Construction (6%)			\$ 4,300
Construction Management and Inspection (15%)			\$ 10,700
Project Total			\$ 96,900



Sewer Station Condition Assessment

APRIL 10, 2018– BOARD MEETING

PETE MARTINEZ, DEPUTY GM / OPERATIONS MANAGER
4/10/2018

1

Background

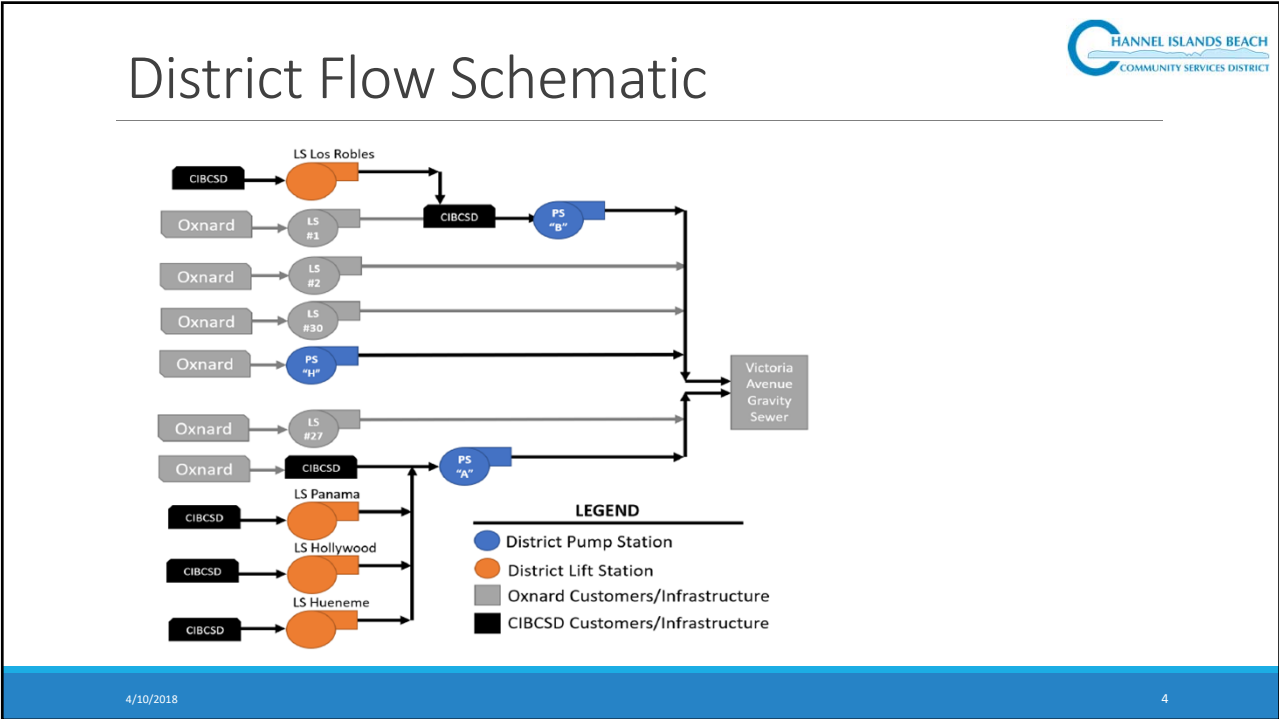
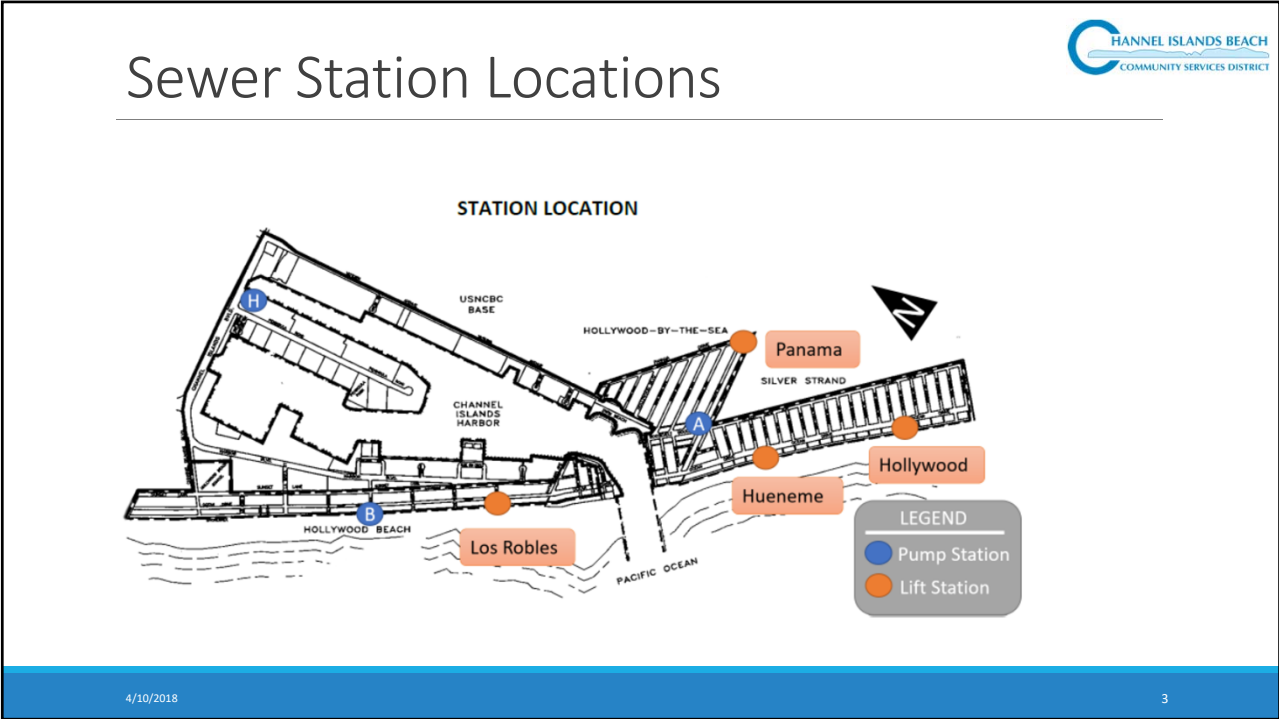


- District owns and maintains 7 sewer stations in service area
 - 4 lift stations
 - 3 pump stations

ID	Station Type	Year Built	No. of Pumps
Pump Station A	Dry Vault	1972	2
Pump Station B	Dry Vault	1972	2
Pump Station H	Dry Vault	1967	2
LS Los Robles	Submersible	1997	2
LS Hueneme	Submersible	1993	2
LS Hollywood	Submersible	1995	2
LS Panama	Submersible	1997	2

4/10/2018

2





Why Perform Sewer Station Assessments

- **Support Planning**
 - To provide a prioritized list of projects
 - Project costs
 - Incorporation into Capital Improvement Plan (CIP)

- **Provide Technical Expertise**
 - Identify improvements to the facilities that will improve ease of operation
 - Improved remote monitoring, control, and other similar improvements

- **Comprehensive Approach**
 - Electrical/Instrumentation
 - Structural
 - Mechanical




Recommendation


- Costs associated with the inspection results

Facility	Elect/Inst	Mech/Struct	Total
PS A	\$94,800	\$14,600	\$109,400
PS B	\$90,300	\$27,700	\$118,000
PS H	\$69,400	\$13,400	\$82,800
LS Los Robles	\$74,900	\$26,700	\$101,600
LS Panama	\$89,200	\$7,700	\$96,900
LS Hueneme	\$47,400	\$10,600	\$58,000
LS Hollywood	\$94,800	\$7,500	\$102,300
	\$560,800	\$108,200	\$669,000

Prioritization System




1. Regulatory
2. Safety
3. Reliability
4. Operational Efficiency



4/10/2018 7

What This Means to the District's 5-Year CIP



1. Postponing sewer relining of gravity sewers to FY 2020
2. Addressing the identified regulatory compliance issues during FY 2019
3. Addressing the identified safety issues during FY 2019
4. Increasing CCTV inspection for FY 2019

4/10/2018 8



Proposed Changes to CIP

	Preliminary	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	I&I Reduction - Gravity Main Improvements	\$360,000	\$420,000	\$0	\$0	\$0
2	Lift Station and Pump Rehabilitation	\$0	\$60,000	\$0	\$60,000	\$0
5	Hydrogen Sulfide Reduction	\$0	\$100,000	\$100,000	\$0	\$0
6	Pump Station Structural Improvements	\$0	\$0	\$200,000	\$0	\$0
7	Oxnard Wastewater Plant Allocation	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000
10	Well Rehabilitation	\$10,000	\$0	\$0	\$0	\$0
12	SCADA Improvements	\$150,000	\$0	\$0	\$0	\$0
13	Smart Meter Deployment	\$250,000	\$100,000	\$100,000	\$100,000	\$100,000
	Water	\$460,000	\$220,000	\$335,000	\$250,000	\$1,050,000
	Sewer	\$760,000	\$805,000	\$595,000	\$210,000	\$150,000
	Total	\$1,220,000	\$1,025,000	\$930,000	\$460,000	\$1,200,000
	Revised	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	I&I Reduction - Gravity Main Improvements	\$0	\$420,000	\$0	\$0	\$250,000
2	Lift Station and Pump Rehabilitation	\$320,000	\$100,000	\$200,000	\$60,000	\$0
5	Hydrogen Sulfide Reduction	\$0	\$100,000	\$100,000	\$0	\$0
6	Pump Station Structural Improvements	\$0	\$0	\$0	\$0	\$0
7	Oxnard Wastewater Plant Allocation	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000
10	Well Rehabilitation	\$10,000	\$0	\$0	\$0	\$0
12	SCADA Improvements	\$150,000	\$0	\$0	\$0	\$0
13	Smart Meter Deployment	\$250,000	\$100,000	\$100,000	\$100,000	\$100,000
	Water	\$460,000	\$220,000	\$335,000	\$250,000	\$1,050,000
	Sewer	\$760,000	\$845,000	\$525,000	\$210,000	\$470,000
	Total	\$1,220,000	\$1,065,000	\$860,000	\$460,000	\$1,520,000



Board of Directors:

SUSIE KOESTERER, President
ELLEN SPIEGEL, Vice President
KRISTINA BREWER, Director
MARCIA MARCUS, Director
BOB NAST, Director

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, April 10, 2018

To: Board of Directors
From: Pete Martinez, Deputy *General Manager / Ops Manager*
Subject: Declaration of Surplus Property - Backhoe
Item No. E-8

RECOMMENDATION:

1. Authorize General Manager staff to dispose of surplus property (backhoe) pursuant to Resolution No. 92-5, Part IV, Section 601.

FINANCIAL IMPACT: Revenue from the disposal of surplus property (backhoe).

BACKGROUND/DISCUSSION:

On April 3, 2018, the District purchased a 2012 John Deere backhoe to replace the existing backhoe unit that outlived its useful life. Therefore, the District is now seeking to engage in the disposal process for the old backhoe pursuant to the California Government Code specific to the disposal of surplus personal property.

Currently the District has a policy in place that is specific to the disposal of surplus personal property. Part IV of Resolution No. 92-5 reads as follows:

Section 600 – Disposition by General Manager

Any District-owned personal property, which has a current book value of \$5,000 or less, and: (1) which is no longer can be used, (2) has not been purchased with grant funds, or (3) which is inoperative, unrepairable, or not economically repairable shall be disposed of by the General Manager. Reasonable attempts shall be made to maximize the value received from such surplus personal property.

Section 601 – Disposition by Board Approval

Prior to disposing of any salvageable personal property which has a current book value of more than \$5,000, the General Manager shall inform the Board of the condition of the item proposed for disposition and obtain the Board's determination that such item is obsolete or surplus and approval of the means of disposal before proceeding with disposition.

Since the backhoe is an asset of the District with monetary value, staff is recommending the board of directors to allow for the disposition of the subject surplus property pursuant to Channel Islands Beach Community Services Districts' - Resolution No. 92-5, Section 601. To earn maximum value for the sale of the surplus property (backhoe), District staff is recommending to allow for the ability to advertise via the internet. This would save the District from paying transportation costs for delivery to be sold at public auction and auction listing commissions, which would provide maximum sale value to the District.



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Regular Board Meeting, April 10, 2018

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: FY 2018 – 2019 Budget – Second Workshop
Item No. E-9

RECOMMENDATION:

1. Provide feedback to staff of any requested changes to draft FY 2018 – 2019 Budget, for inclusion in Final Proposed Budget.

FINANCIAL IMPACT: No financial impact. Requested changes will be included in the Final Proposed FY 2018 – 2019 Budget at the June 12, 2018 Board Meeting.

BACKGROUND:

At the March 13, 2018 Board Meeting, the District held its first workshop regarding the FY 2018 – 2019 Budget. The Budget document was also shared with the Finance Committee prior to consideration by the full Board. At the first Board workshop, District staff described the new budget format, which shows operating and capital expenses as two separation parts of the budget. There were no requested changes to budget values from the first budget workshop.

DISCUSSION/ANALYSIS:

FY 2018 – 2019 Operating Budget

There are no changes to the Operating Budget from the Board's previous workshop. As shown at the March 13, 2018 Board Meeting, the proposed Operating Budget represents an overall 2.8% increase from the previous year's budget, totaling \$3.76M.

FY 2018 – 2019 Capital Improvement Program Budget

In late March, the District received the results of the Sewer Lift Station Condition Assessment Study. While the District's first draft of the CIP, called for lift station improvements, the Study results indicated safety and regulatory issues that should be addressed first. Therefore, the revised CIP Budget postpones the FY 2019 Gravity Main Improvements and expedites the Lift Station Improvements to address the regulatory and safety issues. This proposed change was presented to the Facilities Committee on March 27, 2018.

The change has no net effect on capital expenditures in FY 2018 – 2019. The revised CIP Budget still calls for \$1.22M in capital spending for FY 2018 – 2019, with \$460,000 assigned to the Water Enterprise and \$760,000 assigned to the Sewer Enterprise.

Next Steps

The table below summarizes the dates and milestones towards final budget adoption. Any requested budget changes will be incorporated into the Final Proposed Budget document for Board consideration at the June 12, 2018 meeting.

Date	Event
May 8, 2018	1 st Reading of Rate Ordinance
June 12, 2018	2 nd Reading of Rate Ordinance and Budget Adoption
July 1, 2018	Beginning of Fiscal Year
July 15, 2018	New Rates Effective

Members of the public wishing to access the full Budget document may request a copy from the Clerk of the Board or view any time by visiting www.cibcsd.com/budget.

ATTACHMENTS:

1. FY 2018 – 2019 Revised Budget Summary



Board of Directors:

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Regular Board Meeting, April 10, 2018

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Item No. E-9

RECOMMENDATION:

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ATTACHMENTS:

1. FY 2018 – 2019 Revised Budget Summary

FY 2018 - 2019 CAPITAL IMPROVEMENT PROGRAM

Line	Capital Project	Water	Sewer	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	I&I Reduction - Gravity Main Improvements		100%	\$0	\$420,000	\$0	\$0	\$250,000
2	Lift Station and Pump Rehabilitation		100%	\$320,000	\$100,000	\$200,000	\$60,000	\$0
3	Manhole Rehab		100%	\$0	\$0	\$75,000	\$0	\$0
4	CCTV Video Inspection		100%	\$70,000	\$0	\$0	\$0	\$70,000
5	Hydrogen Sulfide Reduction		100%	\$0	\$100,000	\$100,000	\$0	\$0
6	Pump Station Structural Improvements		100%	\$0	\$0	\$0	\$0	\$0
7	Oxnard Wastewater Plant Allocation		100%	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000
8	Water Line Relocation "Santa Ana to Harbor"	100%		\$230,000	\$10,000	\$0	\$0	\$0
9	Water Line Relocation "San Nicholas to Highland"	100%		\$0	\$35,000	\$285,000	\$0	\$0
10	Well Rehabilitation	100%		\$10,000	\$0	\$0	\$0	\$0
11	PHWA Improvements	100%		\$30,000	\$50,000	\$0	\$200,000	\$1,000,000
12	SCADA Improvements		100%	\$150,000	\$0	\$0	\$0	\$0
13	Smart Meter Deployment	50%	50%	\$250,000	\$100,000	\$100,000	\$100,000	\$100,000
14	Yard and Building Improvements	50%	50%	\$50,000	\$150,000	\$0	\$0	\$0
15	Billing and Financial Systems Software	50%	50%	\$40,000	\$0	\$0	\$0	\$0
16	Metering at Interconnections	100%		\$20,000	\$0	\$0	\$0	\$0
	Water			\$460,000	\$220,000	\$335,000	\$250,000	\$1,050,000
	Sewer			\$760,000	\$845,000	\$525,000	\$210,000	\$470,000
	Total			\$1,220,000	\$1,065,000	\$860,000	\$460,000	\$1,520,000

Water Enterprise FY 2019

Beginning Capital Reserve Balance	\$1,761,752
Contributions for FY 2018 - 2019:	\$269,300
Planned Capital Expenditures	-\$460,000
Ending Capital Reserve Balance	\$1,571,052

Minimum Capital Reserve Balance \$825,955

Sewer Enterprise FY 2019

Beginning Capital Reserve Balance	\$1,399,888
Contributions for FY 2018 - 2019:	\$446,200
Planned Capital Expenditures	-\$760,000
Ending Capital Reserve Balance	\$1,086,088

Minimum Capital Reserve Balance \$1,048,640

FY 2018 - 2019 OPERATING BUDGET

Sheet No.	Account	Adopted FY 2017 - 2018	Actual Through 1/31/2018	Projected June 2018	Proposed FY 2018 - 2019	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total				
							\$	%	\$	%	\$	%	\$	%					
OPERATING REVENUES																			
Rate Revenues																			
1	Water Revenue	3110	1,879,000	1,172,047	2,092,262	2,021,000	111%	2,021,000	100%	0	0%	0	0%	0	0%	2,021,000			
2	Sewer Revenue	3120	2,067,000	746,448	2,170,373	2,180,000	105%	0	0%	2,180,000	100%	0	0%	0	0%	2,180,000			
3	Solid Waste Revenue	3130	684,300	388,800	694,832	731,000	102%	0	0%	0	0%	731,000	100%	0	0%	731,000			
Total Rate Revenues		\$	4,630,300		\$	4,957,467	\$	4,932,000	107%	\$	2,021,000	\$	2,180,000	\$	731,000	\$	-	\$	4,932,000
OPERATING EXPENSES																			
Water System Expense																			
4	PHWA Water Contract	4210	724,000	253,533	633,830	740,000	88%	740,000	100%	0	0%	0	0%	0	0%	740,000			
5	Water Sampling	4215	16,400	8,682	14,000	17,000	85%	17,000	100%	0	0%	0	0%	0	0%	17,000			
6	SWRCB Annual Admin Fee	4220	12,240	12,603	12,603	12,700	103%	12,700	100%	0	0%	0	0%	0	0%	12,700			
7	Annual Water Quality Report	4225	1,650	0	1,650	4,000	100%	4,000	100%	0	0%	0	0%	0	0%	4,000			
8	Cross Connect Contract Charge	4230	1,700	1,260	1,681	1,700	99%	1,700	100%	0	0%	0	0%	0	0%	1,700			
9	Water Repair & Maintenance	4235	103,000	35,000	103,000	91,000	100%	91,000	100%	0	0%	0	0%	0	0%	91,000			
10	Telemetry	4240	0	0	0	11,000	0%	11,000	100%	0	0%	0	0%	0	0%	11,000			
Total Water System Expense		\$	858,990		\$	766,764	\$	877,400	89%	\$	877,400	\$	-	\$	-	\$	-	\$	877,400
Sewer System Expense																			
11	Wastewater Transportation	4260	823,000	392,340	823,022	840,000	100%	0	0%	840,000	100%	0	0%	0	0%	840,000			
12	Sewer Repair & Maintenance	4265	121,000	35,315	121,000	121,000	100%	0	0%	121,000	100%	0	0%	0	0%	121,000			
13	Telemetry	4270	20,000	9,682	16,600	33,000	83%	0	0%	33,000	100%	0	0%	0	0%	33,000			
14	Power	4275	18,000	9,480	16,300	18,000	91%	0	0%	18,000	100%	0	0%	0	0%	18,000			
Total Sewer System Expense		\$	982,000		\$	976,922	\$	1,012,000	99%	\$	-	\$	1,012,000	\$	-	\$	-	\$	1,012,000
Trash Expense																			
15	Contract Trash Services	4285	492,000	289,968	493,100	528,000	100%	0	0%	0	0%	528,000	100%	0	0%	528,000			
Total Trash Expense		\$	492,000		\$	493,100	\$	528,000	100%	\$	-	\$	-	\$	528,000	\$	-	\$	528,000
Maintenance Expenses																			
16	Gasoline	4310	20,000	9,682	16,600	15,000	83%	6,450	43%	6,150	41%	2,100	14%	300	2%	15,000			
17	Vehicle Maintenance	4320	6,120	3,221	6,120	10,000	100%	4,300	43%	4,100	41%	1,400	14%	200	2%	10,000			
18	Building Security	4330	900	631	950	1,600	106%	528	33%	544	34%	528	33%	0	0%	1,600			
19	Building Maintenance	4340	18,500	24,650	25,550	9,000	138%	2,970	33%	3,060	34%	2,970	33%	0	0%	9,000			
20	Signs & Banners	4350	1,500	1,000	1,500	1,500	100%	495	33%	510	34%	495	33%	0	0%	1,500			
21	Public Landscaping	4360	1,900	1,368	2,593	9,200	136%	0	0%	0	0%	0	0%	9,200	100%	9,200			
22	Employee Workplace Safety	4370	4,000	1,191	4,000	5,000	100%	2,150	43%	2,050	41%	700	14%	100	2%	5,000			
23	Emergency Preparedness	4380	1,500	134	1,500	1,500	100%	0	0%	0	0%	0	0%	1,500	100%	1,500			
Total Maintenance Expenses		\$	54,420		\$	58,813	\$	52,800	108%	\$	16,893	\$	16,414	\$	8,193	\$	11,300	\$	52,800

FY 2018 - 2019 OPERATING BUDGET

Sheet No.	Account	Adopted	Actual Through	Projected	Proposed	Percent	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total	
		FY 2017 - 2018	1/31/2018	June 2018	FY 2018 - 2019		Expended	\$	%	\$	%	\$	%	\$		%
Salaries & Benefits																
24	Regular Salaries	4400	583,000	332,509	563,000	646,000	97%	251,940	39%	258,400	40%	122,740	19%	12,920	2%	646,000
25	Payroll Taxes	4500	17,000	9,142	14,000	19,000	82%	7,410	39%	7,600	40%	3,610	19%	380	2%	19,000
26	Group Insurance	4525	119,000	58,494	90,000	119,000	76%	46,410	39%	47,600	40%	22,610	19%	2,380	2%	119,000
27	Retirement Benefits	4550	58,300	39,708	58,300	64,600	100%	25,194	39%	25,840	40%	12,274	19%	1,292	2%	64,600
28	Uniforms	4575	2,600	1,886	2,600	3,900	100%	1,677	43%	1,599	41%	546	14%	78	2%	3,900
29	Workers' Comp Insurance	4600	16,000	4,089	11,500	14,000	72%	5,460	39%	5,600	40%	2,660	19%	280	2%	14,000
30	Employee Education	4650	2,600	1,886	2,600	17,500	100%	6,825	39%	7,000	40%	3,325	19%	350	2%	17,500
Total Salaries & Benefits			\$ 798,500	\$ 742,000	\$ 884,000		93%	\$ 344,916		\$ 353,639		\$ 167,765		\$ 17,680		\$ 884,000
Administrative Expenses																
31	Regular Board Payments	5010	7,650	3,000	7,650	7,650	100%	2,984	39%	3,060	40%	1,454	19%	153	2%	7,650
32	Special Board Meetings	5020	2,350	400	2,350	2,350	100%	917	39%	940	40%	447	19%	47	2%	2,350
33	Board/ Committee Expenses	5030	1,500	806	1,500	1,500	100%	585	39%	600	40%	285	19%	30	2%	1,500
34	Board Conferences & Seminars	5040	6,000	1,745	6,000	6,000	100%	2,340	39%	2,400	40%	1,140	19%	120	2%	6,000
35	Travel & Lodging	5050	8,500	4,760	6,000	8,500	71%	3,315	39%	3,400	40%	1,615	19%	170	2%	8,500
36	District Dues & Memberships	5100	20,000	17,696	19,000	20,000	95%	8,602	43%	7,790	39%	3,416	17%	192	1%	20,000
37	Office Supplies	5210	7,150	5,864	7,150	7,150	100%	2,360	33%	2,431	34%	2,360	33%	0	0%	7,150
38	On-Line Bill Paying	5215	6,750	5,000	6,145	7,000	91%	2,310	33%	2,380	34%	2,310	33%	0	0%	7,000
39	Communications	5220	15,000	11,287	15,000	13,500	100%	4,455	33%	4,590	34%	4,455	33%	0	0%	13,500
40	Printing & Publications	5230	6,000	3,002	6,000	6,000	100%	1,980	33%	2,040	34%	1,980	33%	0	0%	6,000
41	Postage & Shipping	5240	15,000	8,057	15,000	15,000	100%	4,950	33%	5,100	34%	4,950	33%	0	0%	15,000
42	Miscellaneous Office Expense	5250	12,000	11,197	14,000	12,000	117%	3,960	33%	4,080	34%	3,960	33%	0	0%	12,000
43	Office Utilities	5260	4,200	1,710	2,931	3,500	70%	1,155	33%	1,190	34%	1,155	33%	0	0%	3,500
44	Office Equipment Maintenance	5290	9,600	6,382	9,000	10,000	94%	3,300	33%	3,400	34%	3,300	33%	0	0%	10,000
45	Asset Replacement	5300	28,000	5,711	37,000	35,000	132%	11,550	33%	11,900	34%	11,550	33%	0	0%	35,000
46	Insurance	5400	31,100	27,607	37,872	39,000	122%	15,990	41%	17,160	44%	5,850	15%	0	0%	39,000
47	Legal Services	5510	50,000	35,655	61,000	55,000	122%	31,400	57%	17,600	32%	6,000	11%	0	0%	55,000
48	Accounting Services	5520	50,000	12,715	50,000	50,000	100%	20,500	41%	22,000	44%	7,500	15%	0	0%	50,000
49	Computer Services & Subscriptions	5530	15,000	9,873	15,000	18,000	100%	7,380	41%	7,920	44%	2,700	15%	0	0%	18,000
50	Engineering Services	5540	120,000	3,332	50,000	60,000	42%	24,600	41%	26,400	44%	9,000	15%	0	0%	60,000
51	Bank & Trustee Fees	5560	5,000	2,500	4,000	4,000	80%	1,640	41%	1,760	44%	600	15%	0	0%	4,000
52	Other Professional Services	5565	50,000	6,614	50,000	10,000	100%	4,100	41%	4,400	44%	1,500	15%	0	0%	10,000
53	Legal Notices Publication	5600	5,000	0	800	5,000	16%	1,650	33%	1,700	34%	1,650	33%	0	0%	5,000
54	Public Information & Outreach	5650	1,500	0	1,500	16,000	100%	5,280	33%	5,440	34%	5,280	33%	0	0%	16,000
Total Administrative Expenses			\$ 477,300	\$ 424,898	\$ 412,150		89%	\$ 167,301		\$ 159,681		\$ 84,455		\$ 712		\$ 412,150
TOTAL OPERATING EXPENSES			\$ 3,663,210	\$ 3,462,497	\$ 3,766,350			\$ 1,406,510		\$ 1,541,734		\$ 788,413		\$ 29,692		\$ 3,766,350
NET OPERATING INCOME			\$ 967,090	\$ 1,494,970	\$ 1,165,650			\$ 614,490		\$ 638,266		\$ (57,413)		\$ (29,692)		\$ 1,165,650

FY 2018 - 2019 OPERATING BUDGET

Sheet No.	Account	Adopted FY 2017 - 2018	Actual Through 1/31/2018	Projected June 2018	Proposed FY 2018 - 2019	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total	
							\$	%	\$	%	\$	%	\$	%		
OTHER REVENUES																
55	Interest Earnings	6100	8,000	19,082	25,000	38,000	313%	13,300	35%	20,900	55%	3,800	10%	0	0%	38,000
56	Penalty Revenue	6200	0	0	0	36,000		0	0%	0	0%	0	0%	36,000	100%	36,000
57	Secured & Unsecured Taxes	6320	60,000	42,100	65,000	65,000	108%	0	0%	0	0%	0	0%	65,000	100%	65,000
TOTAL OTHER REVENUES			\$ 68,000	\$ 90,000	\$ 139,000	132%	\$ 13,300		\$ 20,900		\$ 3,800		\$ 101,000		\$ 139,000	
DEBT OBLIGATIONS																
58	2012 Water Revenue Bonds	2805	312,834	312,834	312,834	313,000	100%	313,000	100%	0	0%	0	0%	0	0%	313,000
59	2016 Sewer Refunding Bonds	2855	186,991	0	186,991	191,000	100%	0	0%	191,000	100%	0	0%	0	0%	191,000
TOTAL DEBT OBLIGATION			\$ 499,825	\$ 499,825	\$ 504,000	100%	\$ 313,000		\$ 191,000		\$ -		\$ -		\$ 504,000	
OTHER BUDGET ITEMS																
60	Allocation of Community Service	N/A	47,662	0	0	50,000	0%	20,500	41%	22,000	44%	7,500	15%	(50,000)	0%	0
TOTAL OTHER BUDGET ITEMS			\$ 47,662	\$ -	\$ 50,000		\$ 20,500		\$ 22,000		\$ 7,500		\$ (50,000)		\$ -	
AVAILABLE FOR CAPITAL & RESERVES			\$ 487,603	\$ -	\$ 1,085,145	\$ 750,650		\$ 294,290		\$ 446,166		\$ (61,113)		\$ 121,308		\$ 800,650
RESERVE CONTRIBUTIONS																
Unrestricted																
	Water							0		0		0		0		0
	Sewer							0		0		0		0		0
	Solid Waste							0		0		0		0		0
	Community Reserves							0		0		0		121,308		121,308
Total Unrestricted Contributions								\$ -		\$ -		\$ -		\$ 121,308		\$ 121,308
Board Restricted																
	Water Operations Reserve							10,000		0		0		0		10,000
	Water Rate Stabilization							15,000		0		0		0		15,000
	Water Capital Reserve							269,300		0		0		0		269,300
	Sewer Operations Reserve							0		0		0		0		0
	Sewer Rate Stabilization							0		0		0		0		0
	Sewer Capital Reserve							0		446,200		0		0		446,200
	Solid Waste Operations Reserve							0		0		0		0		0
	Solid Waste Rate Stabilization							0		0		(61,113)		0		(61,113)
	Solid Waste Capital Reserve							0		0		0		0		0
Total Board Restricted Contributions								\$ 294,300		\$ 446,200		\$ (61,113)		\$ -		\$ 679,387
Outside Restricted																
	Water							0		0		0		0		0
	Sewer							0		0		0		0		0
	Solid Waste							0		0		0		0		0
Total Outside Restricted Contributions								\$ -		\$ -		\$ -		\$ -		\$ -
AVAILABLE AFTER RESERVE CONTRIBUTIONS								\$ 0		\$ 0		\$ 0		\$ 0		\$ 0

FY 2018 - 2019 CAPITAL IMPROVEMENT PROGRAM

Line	Capital Project	Water	Sewer	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	I&I Reduction - Gravity Main Improvements		100%	\$0	\$420,000	\$0	\$0	\$250,000
2	Lift Station and Pump Rehabilitation		100%	\$320,000	\$100,000	\$200,000	\$60,000	\$0
3	Manhole Rehab		100%	\$0	\$0	\$75,000	\$0	\$0
4	CCTV Video Inspection		100%	\$70,000	\$0	\$0	\$0	\$70,000
5	Hydrogen Sulfide Reduction		100%	\$0	\$100,000	\$100,000	\$0	\$0
6	Pump Station Structural Improvements		100%	\$0	\$0	\$0	\$0	\$0
7	Oxnard Wastewater Plant Allocation		100%	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000
8	Water Line Relocation "Santa Ana to Harbor"	100%		\$230,000	\$10,000	\$0	\$0	\$0
9	Water Line Relocation "San Nicholas to Highland"	100%		\$0	\$35,000	\$285,000	\$0	\$0
10	Well Rehabilitation	100%		\$10,000	\$0	\$0	\$0	\$0
11	PHWA Improvements	100%		\$30,000	\$50,000	\$0	\$200,000	\$1,000,000
12	SCADA Improvements		100%	\$150,000	\$0	\$0	\$0	\$0
13	Smart Meter Deployment	50%	50%	\$250,000	\$100,000	\$100,000	\$100,000	\$100,000
14	Yard and Building Improvements	50%	50%	\$50,000	\$150,000	\$0	\$0	\$0
15	Billing and Financial Systems Software	50%	50%	\$40,000	\$0	\$0	\$0	\$0
16	Metering at Interconnections	100%		\$20,000	\$0	\$0	\$0	\$0
	Water			\$460,000	\$220,000	\$335,000	\$250,000	\$1,050,000
	Sewer			\$760,000	\$845,000	\$525,000	\$210,000	\$470,000
	Total			\$1,220,000	\$1,065,000	\$860,000	\$460,000	\$1,520,000

Water Enterprise FY 2019

Beginning Capital Reserve Balance	\$1,761,752
Contributions for FY 2018 - 2019:	\$269,300
Planned Capital Expenditures	-\$460,000
Ending Capital Reserve Balance	\$1,571,052

Minimum Capital Reserve Balance \$825,955

Sewer Enterprise FY 2019

Beginning Capital Reserve Balance	\$1,399,888
Contributions for FY 2018 - 2019:	\$446,200
Planned Capital Expenditures	-\$760,000
Ending Capital Reserve Balance	\$1,086,088

Minimum Capital Reserve Balance \$1,048,640

FY 2018 - 2019 OPERATING BUDGET

Sheet No.	Account	Adopted FY 2017 - 2018	Actual Through 1/31/2018	Projected June 2018	Proposed FY 2018 - 2019	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total				
							\$	%	\$	%	\$	%	\$	%					
OPERATING REVENUES																			
Rate Revenues																			
1	Water Revenue	3110	1,879,000	1,172,047	2,092,262	2,021,000	111%	2,021,000	100%	0	0%	0	0%	0	0%	2,021,000			
2	Sewer Revenue	3120	2,067,000	746,448	2,170,373	2,180,000	105%	0	0%	2,180,000	100%	0	0%	0	0%	2,180,000			
3	Solid Waste Revenue	3130	684,300	388,800	694,832	731,000	102%	0	0%	0	0%	731,000	100%	0	0%	731,000			
Total Rate Revenues		\$	4,630,300		\$	4,957,467	\$	4,932,000	107%	\$	2,021,000	\$	2,180,000	\$	731,000	\$	-	\$	4,932,000
OPERATING EXPENSES																			
Water System Expense																			
4	PHWA Water Contract	4210	724,000	253,533	633,830	740,000	88%	740,000	100%	0	0%	0	0%	0	0%	740,000			
5	Water Sampling	4215	16,400	8,682	14,000	17,000	85%	17,000	100%	0	0%	0	0%	0	0%	17,000			
6	SWRCB Annual Admin Fee	4220	12,240	12,603	12,603	12,700	103%	12,700	100%	0	0%	0	0%	0	0%	12,700			
7	Annual Water Quality Report	4225	1,650	0	1,650	4,000	100%	4,000	100%	0	0%	0	0%	0	0%	4,000			
8	Cross Connect Contract Charge	4230	1,700	1,260	1,681	1,700	99%	1,700	100%	0	0%	0	0%	0	0%	1,700			
9	Water Repair & Maintenance	4235	103,000	35,000	103,000	91,000	100%	91,000	100%	0	0%	0	0%	0	0%	91,000			
10	Telemetry	4240	0	0	0	11,000	0%	11,000	100%	0	0%	0	0%	0	0%	11,000			
Total Water System Expense		\$	858,990		\$	766,764	\$	877,400	89%	\$	877,400	\$	-	\$	-	\$	-	\$	877,400
Sewer System Expense																			
11	Wastewater Transportation	4260	823,000	392,340	823,022	840,000	100%	0	0%	840,000	100%	0	0%	0	0%	840,000			
12	Sewer Repair & Maintenance	4265	121,000	35,315	121,000	121,000	100%	0	0%	121,000	100%	0	0%	0	0%	121,000			
13	Telemetry	4270	20,000	9,682	16,600	33,000	83%	0	0%	33,000	100%	0	0%	0	0%	33,000			
14	Power	4275	18,000	9,480	16,300	18,000	91%	0	0%	18,000	100%	0	0%	0	0%	18,000			
Total Sewer System Expense		\$	982,000		\$	976,922	\$	1,012,000	99%	\$	-	\$	1,012,000	\$	-	\$	-	\$	1,012,000
Trash Expense																			
15	Contract Trash Services	4285	492,000	289,968	493,100	528,000	100%	0	0%	0	0%	528,000	100%	0	0%	528,000			
Total Trash Expense		\$	492,000		\$	493,100	\$	528,000	100%	\$	-	\$	-	\$	528,000	\$	-	\$	528,000
Maintenance Expenses																			
16	Gasoline	4310	20,000	9,682	16,600	15,000	83%	6,450	43%	6,150	41%	2,100	14%	300	2%	15,000			
17	Vehicle Maintenance	4320	6,120	3,221	6,120	10,000	100%	4,300	43%	4,100	41%	1,400	14%	200	2%	10,000			
18	Building Security	4330	900	631	950	1,600	106%	528	33%	544	34%	528	33%	0	0%	1,600			
19	Building Maintenance	4340	18,500	24,650	25,550	9,000	138%	2,970	33%	3,060	34%	2,970	33%	0	0%	9,000			
20	Signs & Banners	4350	1,500	1,000	1,500	1,500	100%	495	33%	510	34%	495	33%	0	0%	1,500			
21	Public Landscaping	4360	1,900	1,368	2,593	9,200	136%	0	0%	0	0%	0	0%	9,200	100%	9,200			
22	Employee Workplace Safety	4370	4,000	1,191	4,000	5,000	100%	2,150	43%	2,050	41%	700	14%	100	2%	5,000			
23	Emergency Preparedness	4380	1,500	134	1,500	1,500	100%	0	0%	0	0%	0	0%	1,500	100%	1,500			
Total Maintenance Expenses		\$	54,420		\$	58,813	\$	52,800	108%	\$	16,893	\$	16,414	\$	8,193	\$	11,300	\$	52,800

FY 2018 - 2019 OPERATING BUDGET

Sheet No.	Account	Adopted	Actual Through	Projected	Proposed	Percent	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total	
		FY 2017 - 2018	1/31/2018	June 2018	FY 2018 - 2019		Expended	\$	%	\$	%	\$	%	\$		%
Salaries & Benefits																
24	Regular Salaries	4400	583,000	332,509	563,000	646,000	97%	251,940	39%	258,400	40%	122,740	19%	12,920	2%	646,000
25	Payroll Taxes	4500	17,000	9,142	14,000	19,000	82%	7,410	39%	7,600	40%	3,610	19%	380	2%	19,000
26	Group Insurance	4525	119,000	58,494	90,000	119,000	76%	46,410	39%	47,600	40%	22,610	19%	2,380	2%	119,000
27	Retirement Benefits	4550	58,300	39,708	58,300	64,600	100%	25,194	39%	25,840	40%	12,274	19%	1,292	2%	64,600
28	Uniforms	4575	2,600	1,886	2,600	3,900	100%	1,677	43%	1,599	41%	546	14%	78	2%	3,900
29	Workers' Comp Insurance	4600	16,000	4,089	11,500	14,000	72%	5,460	39%	5,600	40%	2,660	19%	280	2%	14,000
30	Employee Education	4650	2,600	1,886	2,600	17,500	100%	6,825	39%	7,000	40%	3,325	19%	350	2%	17,500
Total Salaries & Benefits			\$ 798,500	\$ 742,000	\$ 884,000		93%	\$ 344,916		\$ 353,639		\$ 167,765		\$ 17,680		\$ 884,000
Administrative Expenses																
31	Regular Board Payments	5010	7,650	3,000	7,650	7,650	100%	2,984	39%	3,060	40%	1,454	19%	153	2%	7,650
32	Special Board Meetings	5020	2,350	400	2,350	2,350	100%	917	39%	940	40%	447	19%	47	2%	2,350
33	Board/ Committee Expenses	5030	1,500	806	1,500	1,500	100%	585	39%	600	40%	285	19%	30	2%	1,500
34	Board Conferences & Seminars	5040	6,000	1,745	6,000	6,000	100%	2,340	39%	2,400	40%	1,140	19%	120	2%	6,000
35	Travel & Lodging	5050	8,500	4,760	6,000	8,500	71%	3,315	39%	3,400	40%	1,615	19%	170	2%	8,500
36	District Dues & Memberships	5100	20,000	17,696	19,000	20,000	95%	8,602	43%	7,790	39%	3,416	17%	192	1%	20,000
37	Office Supplies	5210	7,150	5,864	7,150	7,150	100%	2,360	33%	2,431	34%	2,360	33%	0	0%	7,150
38	On-Line Bill Paying	5215	6,750	5,000	6,145	7,000	91%	2,310	33%	2,380	34%	2,310	33%	0	0%	7,000
39	Communications	5220	15,000	11,287	15,000	13,500	100%	4,455	33%	4,590	34%	4,455	33%	0	0%	13,500
40	Printing & Publications	5230	6,000	3,002	6,000	6,000	100%	1,980	33%	2,040	34%	1,980	33%	0	0%	6,000
41	Postage & Shipping	5240	15,000	8,057	15,000	15,000	100%	4,950	33%	5,100	34%	4,950	33%	0	0%	15,000
42	Miscellaneous Office Expense	5250	12,000	11,197	14,000	12,000	117%	3,960	33%	4,080	34%	3,960	33%	0	0%	12,000
43	Office Utilities	5260	4,200	1,710	2,931	3,500	70%	1,155	33%	1,190	34%	1,155	33%	0	0%	3,500
44	Office Equipment Maintenance	5290	9,600	6,382	9,000	10,000	94%	3,300	33%	3,400	34%	3,300	33%	0	0%	10,000
45	Asset Replacement	5300	28,000	5,711	37,000	35,000	132%	11,550	33%	11,900	34%	11,550	33%	0	0%	35,000
46	Insurance	5400	31,100	27,607	37,872	39,000	122%	15,990	41%	17,160	44%	5,850	15%	0	0%	39,000
47	Legal Services	5510	50,000	35,655	61,000	55,000	122%	31,400	57%	17,600	32%	6,000	11%	0	0%	55,000
48	Accounting Services	5520	50,000	12,715	50,000	50,000	100%	20,500	41%	22,000	44%	7,500	15%	0	0%	50,000
49	Computer Services & Subscriptions	5530	15,000	9,873	15,000	18,000	100%	7,380	41%	7,920	44%	2,700	15%	0	0%	18,000
50	Engineering Services	5540	120,000	3,332	50,000	60,000	42%	24,600	41%	26,400	44%	9,000	15%	0	0%	60,000
51	Bank & Trustee Fees	5560	5,000	2,500	4,000	4,000	80%	1,640	41%	1,760	44%	600	15%	0	0%	4,000
52	Other Professional Services	5565	50,000	6,614	50,000	10,000	100%	4,100	41%	4,400	44%	1,500	15%	0	0%	10,000
53	Legal Notices Publication	5600	5,000	0	800	5,000	16%	1,650	33%	1,700	34%	1,650	33%	0	0%	5,000
54	Public Information & Outreach	5650	1,500	0	1,500	16,000	100%	5,280	33%	5,440	34%	5,280	33%	0	0%	16,000
Total Administrative Expenses			\$ 477,300	\$ 424,898	\$ 412,150		89%	\$ 167,301		\$ 159,681		\$ 84,455		\$ 712		\$ 412,150
TOTAL OPERATING EXPENSES			\$ 3,663,210	\$ 3,462,497	\$ 3,766,350			\$ 1,406,510		\$ 1,541,734		\$ 788,413		\$ 29,692		\$ 3,766,350
NET OPERATING INCOME			\$ 967,090	\$ 1,494,970	\$ 1,165,650			\$ 614,490		\$ 638,266		\$ (57,413)		\$ (29,692)		\$ 1,165,650

FY 2018 - 2019 OPERATING BUDGET

Sheet No.	Account	Adopted	Actual Through	Projected	Proposed	Percent	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total
		FY 2017 - 2018	1/31/2018	June 2018	FY 2018 - 2019		Expended	\$	%	\$	%	\$	%	\$	
OTHER REVENUES															
55	Interest Earnings	6100	8,000	19,082	25,000	313%	13,300	35%	20,900	55%	3,800	10%	0	0%	38,000
56	Penalty Revenue	6200	0	0	0	36,000	0	0%	0	0%	0	0%	36,000	100%	36,000
57	Secured & Unsecured Taxes	6320	60,000	42,100	65,000	65,000	0	0%	0	0%	0	0%	65,000	100%	65,000
TOTAL OTHER REVENUES			\$ 68,000	\$ 90,000	\$ 139,000	132%	\$ 13,300		\$ 20,900		\$ 3,800		\$ 101,000		\$ 139,000
DEBT OBLIGATIONS															
58	2012 Water Revenue Bonds	2805	312,834	312,834	312,834	313,000	313,000	100%	0	0%	0	0%	0	0%	313,000
59	2016 Sewer Refunding Bonds	2855	186,991	0	186,991	191,000	0	0%	191,000	100%	0	0%	0	0%	191,000
TOTAL DEBT OBLIGATION			\$ 499,825	\$ 499,825	\$ 504,000	100%	\$ 313,000		\$ 191,000		\$ -		\$ -		\$ 504,000
OTHER BUDGET ITEMS															
60	Allocation of Community Service	N/A	47,662	0	0	50,000	20,500	41%	22,000	44%	7,500	15%	(50,000)	0%	0
TOTAL OTHER BUDGET ITEMS			\$ 47,662	\$ -	\$ 50,000		\$ 20,500		\$ 22,000		\$ 7,500		\$ (50,000)		\$ -
AVAILABLE FOR CAPITAL & RESERVES			\$ 487,603	\$ -	\$ 1,085,145	\$ 750,650	\$ 294,290		\$ 446,166		\$ (61,113)		\$ 121,308		\$ 800,650
RESERVE CONTRIBUTIONS															
Unrestricted															
	Water						0		0		0		0		0
	Sewer						0		0		0		0		0
	Solid Waste						0		0		0		0		0
	Community Reserves						0		0		0		121,308		121,308
Total Unrestricted Contributions							\$ -		\$ -		\$ -		\$ 121,308		\$ 121,308
Board Restricted															
	Water Operations Reserve						10,000		0		0		0		10,000
	Water Rate Stabilization						15,000		0		0		0		15,000
	Water Capital Reserve						269,300		0		0		0		269,300
	Sewer Operations Reserve						0		0		0		0		0
	Sewer Rate Stabilization						0		0		0		0		0
	Sewer Capital Reserve						0		446,200		0		0		446,200
	Solid Waste Operations Reserve						0		0		0		0		0
	Solid Waste Rate Stabilization						0		0		(61,113)		0		(61,113)
	Solid Waste Capital Reserve						0		0		0		0		0
Total Board Restricted Contributions							\$ 294,300		\$ 446,200		\$ (61,113)		\$ -		\$ 679,387
Outside Restricted															
	Water						0		0		0		0		0
	Sewer						0		0		0		0		0
	Solid Waste						0		0		0		0		0
Total Outside Restricted Contributions							\$ -		\$ -		\$ -		\$ -		\$ -
AVAILABLE AFTER RESERVE CONTRIBUTIONS							\$0		\$0		\$0		\$0		\$0