



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

JARED BOUCHARD
 General Manager

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

NOTICE IS HEREBY GIVEN that the Board of Directors of the Channel Islands Beach Community Services District will hold A Regular Meeting beginning at 7:00 PM on Tuesday, April 11, 2017. 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: 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 2017
3. Operations & Maintenance Report –
 - a. March 2017
4. Minutes
 - a. March 14, 2017
5. Authorize customer request for relief from water charges due to leaks on the property consistent with Resolution 16-06
 - a. Account # 12230-06 \$181.60
 - b. Account # 09460-08 \$882.34
 - c. Account # 07100-02 \$344.44
 - d. Account # 20880-02 \$655.00
 - e. Account # 07870-02 \$533.82

D. ACTION CALENDAR:

1. Budget Workshop: Review 2017/18 Proposed Budget, Rates and review of proposed **Recommendation:** Review the proposed budget and make modifications as appropriate

2. Consider Resolution 17-01 Writing Off Water Usage Tier Rate Charges on 85 Specific Accounts and Authorizing the General Manager to Approve Additional Write Offs when Appropriate and In the Financial Best Interest of District Rate Payers.
Recommendation: Approve Resolution 17-01

E. INFORMATION CALENDAR


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

G. BOARD MEMBER COMMENTS

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

AGENDA POSTING CERTIFICATION

This agenda was posted Friday, April 7, 2017 by 5:00 PM. The agenda is posted at the District Office and three public notice bulletin boards, which are accessible 24 hours per day. The locations include: Hollywood Beach School, 4000 Sunset, Corner Store, 2425 Roosevelt Blvd. and the District Office, 353 Santa Monica Drive, Channel Islands Beach, CA 93035.



Jared Bouchard
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

Old Acct

Register: 1000 - First CA Bank - Checking

From 03/01/2017 through 03/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/01/2017	3140	ACWA/Joint Powers	2000 - Accounts Payable	Property Progr...	2,054.00			468,664.48
03/01/2017	3141	Aflac	2000 - Accounts Payable		558.80			468,105.68
03/01/2017	3142	Alert Communications	2000 - Accounts Payable	A3134C	252.67			467,853.01
03/01/2017	3143	Bay Alarm Company	2000 - Accounts Payable	103152	3.14			467,849.87
03/01/2017	3144	CalPers	2000 - Accounts Payable		8,798.06			459,051.81
03/01/2017	3145	County of Ventura, E...	2000 - Accounts Payable	2016 Election ...	2,133.51			456,918.30
03/01/2017	3146	CWEA	2000 - Accounts Payable	3/16/17 Works...	30.00			456,888.30
03/01/2017	3147	CWEA Tri Counties ...	2000 - Accounts Payable	3/16/17 Works...	30.00			456,858.30
03/01/2017	3148	DENISE HAPPLE	2000 - Accounts Payable	CUSTOMER ...	90.56			456,767.74
03/01/2017	3149	Document Systems, L...	2000 - Accounts Payable	ricoh 4000	117.67			456,650.07
03/01/2017	3150	EJ Harrison & Sons. ...	2000 - Accounts Payable	pr pd 12/16/16 ...	39,636.44			417,013.63
03/01/2017	3151	Famcon Pipe and Su...	2000 - Accounts Payable		77.54			416,936.09
03/01/2017	3152	FGL Environmental L...	2000 - Accounts Payable		474.00			416,462.09
03/01/2017	3153	FRED ROBERTS	2000 - Accounts Payable	CUSTOMER ...	12.28			416,449.81
03/01/2017	3154	Frontier	2000 - Accounts Payable		417.17			416,032.64
03/01/2017	3155	House Sanitary Supply	2000 - Accounts Payable		204.72			415,827.92
03/01/2017	3156	LOC EQUITIES	2000 - Accounts Payable	CUSTOMER ...	84.62			415,743.30
03/01/2017	3157	Nationwide Retirement	2000 - Accounts Payable	pr pd 2/11/17 t...	3,488.75			412,254.55
03/01/2017	3159	Philip's Janitorial Ser...	2000 - Accounts Payable		185.00			412,069.55
03/01/2017	3160	Port Hueneme Marin...	2000 - Accounts Payable	VOID:		X		412,069.55
03/01/2017	3161	Proven Print Services	2000 - Accounts Payable		328.65			411,740.90
03/01/2017	3162	REBECCA G. BASA...	2000 - Accounts Payable	CUSTOMER ...	72.39			411,668.51
03/01/2017	3163	SCE- Office	2000 - Accounts Payable		460.44			411,208.07
03/01/2017	3164	SEIU, Local 721	2000 - Accounts Payable	February Dues	134.00			411,074.07
03/01/2017	3165	So. California Edison...	2000 - Accounts Payable		323.61			410,750.46
03/01/2017	3166	Spectrum	2000 - Accounts Payable	Wifi	113.99			410,636.47
03/01/2017	3167	Streamline	2000 - Accounts Payable		400.00			410,236.47
03/01/2017	3168	United States Postal ...	2000 - Accounts Payable		1,000.00			409,236.47
03/01/2017	3169	NICOLAS ALBRIG...	2000 - Accounts Payable	CUSTOMER ...	66.79			409,169.68
03/01/2017	To Print	Carol J Dillon	-split-	Direct Deposit		X		409,169.68
03/01/2017	To Print	E.D. Brock	-split-	Direct Deposit		X		409,169.68
03/01/2017	To Print	Jared Bouchard	-split-	Direct Deposit		X		409,169.68
03/01/2017	To Print	Erika F Davis	-split-	Direct Deposit		X		409,169.68
03/01/2017	To Print	Joseph C. Mathein	-split-	Direct Deposit		X		409,169.68
03/01/2017	To Print	Lupe C Lopez	-split-	Direct Deposit		X		409,169.68
03/01/2017	To Print	Mark A Espinosa	-split-	Direct Deposit		X		409,169.68
03/07/2017	3170	Channel Islands Beac...	2000 - Accounts Payable	Funds to Start ...	300,000.00			109,169.68
03/08/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/3			4,914.16	114,083.84
03/08/2017	DEP	DEPOSIT	2050 - Customer Depo...	Dep 3/6			300.00	114,383.84
03/08/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/2			6,383.40	120,767.24

Channel Islands Beach 2013

P4
4/6/2017 5:12 PMRegister 1000 - First CA Bank - Checking

From 03/01/2017 through 03/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/08/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/6			5,672.41	126,439.65
03/08/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/7			2,515.36	128,955.01
03/08/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/7			8,444.95	137,399.96
03/10/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/2			1,527.28	138,927.24
03/10/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/9			11,081.11	150,008.35
03/10/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/9			7,494.37	157,502.72
03/10/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/8			6,997.75	164,500.47
03/14/2017		QuickBooks Payroll ...	-split-	Created by Pay...	18,942.27			145,558.20
03/15/2017	To Print	Carol J Dillon	-split-	Direct Deposit		X		145,558.20
03/15/2017	To Print	Casey D Johnson	-split-	Direct Deposit		X		145,558.20
03/15/2017	To Print	E.D. Brock	-split-	Direct Deposit		X		145,558.20
03/15/2017	To Print	Erika F Davis	-split-	Direct Deposit		X		145,558.20
03/15/2017	To Print	Jared Bouchard	-split-	Direct Deposit		X		145,558.20
03/15/2017	To Print	Joseph C. Mathein	-split-	Direct Deposit		X		145,558.20
03/15/2017	To Print	Lupe C Lopez	-split-	Direct Deposit		X		145,558.20
03/15/2017	To Print	Mark A Espinosa	-split-	Direct Deposit		X		145,558.20
03/28/2017		QuickBooks Payroll ...	-split-	Created by Pay...	20,432.90			125,125.30

Channel Islands Beach 2013

New Account

Register: 1002 Checking Pacific Western

From 03/01/2017 through 03/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/15/2017		DEPOSIT	30000 · 2999 - Openin...	opening deposit		300,000.00	300,000.00
03/15/2017	4000	Cardmember Service	2000 - Accounts Payable		2,357.97		297,642.03
03/15/2017	4001	A to Z Law, LLP	2000 - Accounts Payable		1,341.50		296,300.53
03/15/2017	4002	ACE Hardware	2000 - Accounts Payable		62.62		296,237.91
03/15/2017	4003	ACWA/JPIA Health ...	2000 - Accounts Payable		988.03		295,249.88
03/15/2017	4004	Arco	2000 - Accounts Payable		547.41		294,702.47
03/15/2017	4005	AWA	2000 - Accounts Payable	Breakfast-Bob ...	25.00		294,677.47
03/15/2017	4006	County of Ventura - ...	2000 - Accounts Payable		270.00		294,407.47
03/15/2017	4007	Employee Relations	2000 - Accounts Payable	Back Ground c...	48.35		294,359.12
03/15/2017	4008	FGL Environmental I...	2000 - Accounts Payable		168.00		294,191.12
03/15/2017	4009	Frontier-Office	2000 - Accounts Payable		842.22		293,348.90
03/15/2017	4010	Michael Datlow, MD	2000 - Accounts Payable	Physical Casey ...	100.00		293,248.90
03/15/2017	4011	Mission Linen & Uni...	2000 - Accounts Payable		609.84		292,639.06
03/15/2017	4012	Mycol, Inc.	2000 - Accounts Payable		120.00		292,519.06
03/15/2017	4013	Nationwide Retirement	2000 - Accounts Payable	pr pd 2/25/17 t...	3,199.49		289,319.57
03/15/2017	4014	Office Depot	2000 - Accounts Payable		444.97		288,874.60
03/15/2017	4015	Pacific Couriers	2000 - Accounts Payable		188.72		288,685.88
03/15/2017	4016	Pitney Bowes Inc.	2000 - Accounts Payable		144.14		288,541.74
03/15/2017	4017	Soares, Sandall, Bern...	2000 - Accounts Payable		1,400.00		287,141.74
03/15/2017	4018	Spectrum	2000 - Accounts Payable		266.00		286,875.74
03/15/2017	4019	Streamline	2000 - Accounts Payable		200.00		286,675.74
03/15/2017	4020	Underground Service...	2000 - Accounts Payable		18.00		286,657.74
03/15/2017	4021	AWA	2000 - Accounts Payable	educational Lu...	175.00		286,482.74
03/15/2017	4022	CIBCSD-Petty Cash	2000 - Accounts Payable		280.93		286,201.81
03/15/2017	4023	Frontier	2000 - Accounts Payable		84.52		286,117.29
03/15/2017	4024	Frontier	2000 - Accounts Payable		170.93		285,946.36
03/15/2017	4025	AT & T	2000 - Accounts Payable		653.44		285,292.92
03/15/2017	4026	Dial Security	2000 - Accounts Payable		210.00		285,082.92
03/15/2017	4027	FGL Environmental I...	2000 - Accounts Payable		146.00		284,936.92
03/17/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/10		8,703.93	293,640.85
03/17/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/13		3,529.52	297,170.37
03/17/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/16		15,359.95	312,530.32
03/17/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/14		11,129.33	323,659.65
03/17/2017	DEP	DEPOSIT	1200 - Accounts Recei...	dep 3/15		13,783.32	337,442.97
03/20/2017	4028	Western Alliance Bank	2000 - Accounts Payable	March Interest ...	22,018.04		315,424.93
03/22/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/22		731.02	316,155.95
03/22/2017	DEP	DEPOSIT	2050 - Customer Depo...	Dep 3/21		150.00	316,305.95
03/22/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/21		16,397.78	332,703.73
03/22/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/20		7,888.62	340,592.35
03/22/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/21		5,940.69	346,533.04

Channel Islands Beach 2013

P6
4/6/2017 5:33 PM

Register: 1002 - Checking Pacific Western

From 03/01/2017 through 03/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/22/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/21		5,515.49	352,048.53
03/22/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/20		1,032.50	353,081.03
03/22/2017	DEP	DEPOSIT	3120 Sewer Revenues:...	Dep 3/22 Pr pd...		285,342.18	638,423.21
03/24/2017	4029	ACWA/Joint Powers	2000 - Accounts Payable	Excess Crime P...	733.00		637,690.21
03/24/2017	4030	CalPers	2000 - Accounts Payable		8,798.06		628,892.15
03/24/2017	4031	City of Port Hueneme	2000 - Accounts Payable		7,330.05		621,562.10
03/24/2017	4032	Document Systems, I...	2000 - Accounts Payable		178.36		621,383.74
03/24/2017	4033	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 1/16/17 t...	40,347.32		581,036.42
03/24/2017	4034	Elecsys Corporation	2000 - Accounts Payable		223.50		580,812.92
03/24/2017	4035	Famcon Pipe and Su...	2000 - Accounts Payable		2,126.77		578,686.15
03/24/2017	4036	FGL Environmental L...	2000 - Accounts Payable		535.00		578,151.15
03/24/2017	4037	Frontier	2000 - Accounts Payable		347.71		577,803.44
03/24/2017	4038	HDS White Cap Con...	2000 - Accounts Payable		67.74		577,735.70
03/24/2017	4039	Hollister & Brace	2000 - Accounts Payable		13,125.00		564,610.70
03/24/2017	4040	Pitney Bowes Inc.	2000 - Accounts Payable		144.16		564,466.54
03/24/2017	4041	Port Hueneme Marin...	2000 - Accounts Payable		154.44		564,312.10
03/24/2017	4042	So. California Edison...	2000 - Accounts Payable		1,392.97		562,919.13
03/24/2017	4043	SoCalGas	2000 - Accounts Payable		44.63		562,874.50
03/24/2017	4044	Underground Service...	2000 - Accounts Payable		16.50		562,858.00
03/24/2017	4045	Union Bank of Calif...	2000 - Accounts Payable	Trustee fees for...	280.00		562,578.00
03/28/2017	EDEP	DEPOSIT	1200 - Accounts Recei...	e-checks		103,146.12	665,724.12
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/20		1,073.20	666,797.32
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/20		1,884.89	668,682.21
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/27		1,091.32	669,773.53
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/22		1,041.92	670,815.45
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/23		130.00	670,945.45
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/28		380.00	671,325.45
03/29/2017	DEP	DEPOSIT	2050 - Customer Depo...	Dep 3/28		300.00	671,625.45
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/24		3,828.85	675,454.30
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/24		2,122.87	677,577.17
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/28		97.38	677,674.55
03/29/2017	DEP	DEPOSIT	2050 - Customer Depo...	Dep 3/28		300.00	677,974.55
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/27		3,393.48	681,368.03
03/29/2017	DEP	DEPOSIT	2050 - Customer Depo...	Dep 3/27		150.00	681,518.03
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/22		229.58	681,747.61
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/29		4,157.07	685,904.68
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/27		168.00	686,072.68
03/29/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 3/27		3,951.28	690,023.96
03/29/2017	4052	Eilen S Spiegel	-split-		461.75		689,562.21
03/29/2017	4053	Kristina N Brewer	-split-		507.92		689,054.29

Channel Islands Beach 2013

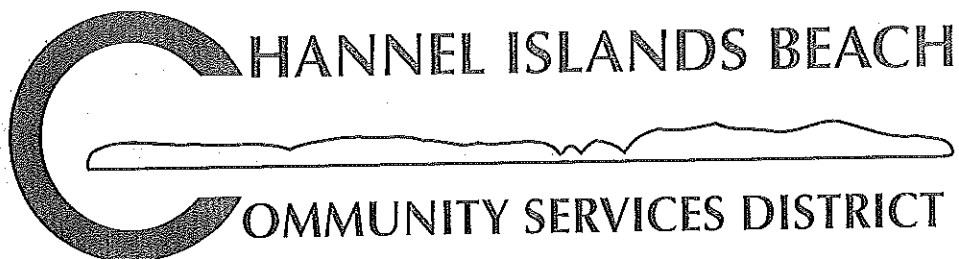
4/6/2017 5:33 PM ^{P7}

Register (1002) Checking Pacific Western

From 03/01/2017 through 03/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/29/2017	4054	Marcia L Marcus	-split-		507.92			688,546.37
03/29/2017	4055	Robert T Nast	-split-		507.92			688,038.45
03/29/2017	4056	Susan Koesterer	-split-		323.22			687,715.23
03/29/2017	To Print	Carol J Dillon	-split-	Direct Deposit		X		687,715.23
03/29/2017	To Print	Casey D Johnson	-split-	Direct Deposit		X		687,715.23
03/29/2017	To Print	E.D. Brock	-split-	Direct Deposit		X		687,715.23
03/29/2017	To Print	Erika F Davis	-split-	Direct Deposit		X		687,715.23
03/29/2017	To Print	Jared Boucharde	-split-	Direct Deposit		X		687,715.23
03/29/2017	To Print	Joseph C. Mathein	-split-	Direct Deposit		X		687,715.23
03/29/2017	To Print	Lupe C Lopez	-split-	Direct Deposit		X		687,715.23
03/29/2017	To Print	Mark A Espinosa	-split-	Direct Deposit		X		687,715.23
03/31/2017	4046	Nationwide Retirement	2000 - Accounts Payable	pr pd 3/11/17 t...	3,447.82			684,267.41
03/31/2017	4047	SCE- Office	2000 - Accounts Payable		423.09			683,844.32
03/31/2017	4048	SEIU, Local 721	2000 - Accounts Payable	March Dues	201.00			683,643.32
03/31/2017	4049	Service-Pro Fire Prot...	2000 - Accounts Payable	Fire extinguish...	540.00			683,103.32
03/31/2017	4050	J. Morales	2000 - Accounts Payable		556.84			682,546.48
03/31/2017	4051	Ron's Signs	2000 - Accounts Payable		702.53			681,843.95
03/31/2017	4058	AWA	2000 - Accounts Payable	2017 Operators...	170.00			681,673.95
03/31/2017	4059	Pat Campea	2000 - Accounts Payable	CUSTOMER ...	2,779.29			678,894.66
03/31/2017	4060	A to Z Law, LLP	2000 - Accounts Payable		1,113.50			677,781.16
03/31/2017	4061	ACE Hardware	2000 - Accounts Payable		10.44			677,770.72
03/31/2017	4062	Aflac	2000 - Accounts Payable		838.20			676,932.52
03/31/2017	4063	Alert Communications	2000 - Accounts Payable	A3134C	126.55			676,805.97
03/31/2017	4064	Cardmember Service	2000 - Accounts Payable		2,695.31			674,110.66
03/31/2017	4065	FedEX	2000 - Accounts Payable		37.73			674,072.93
03/31/2017	4066	Frontier	2000 - Accounts Payable		355.20			673,717.73



Board of Directors:

P8

SUSIE KOESTERER, President
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Regular Board Meeting April 11, 2017

To: Board of Directors

From: Operations Manager

**Subject: March 2017 Operations Report,
Agenda Item C- 3**

Water System Repairs, Installations and Maintenance Tasks:

- a) District staff installed 1 Fire meter at 3920 Ocean Dr. and 1 Fire meter at 104 La Brea.
- b) District staff permanently paved a temporary road patch at 4168 Ocean Dr after previously tapping a new water service.
- c) District staff replaced 12 meters.
- d) District staff relocated the service line at 324 Hollywood Rd in response to a new application for water service and request for a construction meter. District staff also relocated the meter and service line at 132 San Fernando to accommodate the customer's fence relocation.
- e) District staff responded to and repaired a service line leak at 3713 Ocean Dr.
- f) District staff opened 5 meter accounts and closed 7 meter accounts.
- g) SWRCB monthly reports were emailed March 10, 2017.
- h) Water Purchased March 2017:
 - 28.63 Ac/Ft = 9,328,000 gallons March 2017
 - 74.7 Ac/Ft Calendar Year-to-date 2017
- i) Meter reading, maintenance, rereads, disconnects, and additional customer service activities are listed on the attached monthly stat sheet.
- j) The District continues to be in a Stage II water supply shortage. This is in compliance with the State Drought Emergency regulation.

- k) District staff have been mapping District valves, hydrants and manholes in throughout the District as part of a GIS upgrade to our existing maps.

Waste Water System Repairs, Installations and Maintenance Tasks:

- a) District Staff filed a No Spill report.
- b) District responded to an alarm and replaced a floor pump at H station that had failed.
- c) District staff replaced the level transducer at Hueneme lift station that had failed and replaced the high float at B station that had failed. District then pulled, cleaned and inspected level controllers at all sewer stations.
- d) Routine Preventive Maintenance and Inspections were performed throughout the month as well as minor troubleshooting and repairs.

Miscellaneous Tasks in Support of District Operations:

- a) District staff continues encouraging District customers to use water wisely. Customers who are creating runoff from irrigation or washing down of hard surfaces are contacted and asked to eliminate any waste of water.

Operations & Maintenance Monthly Statistics Totals
March **2017**

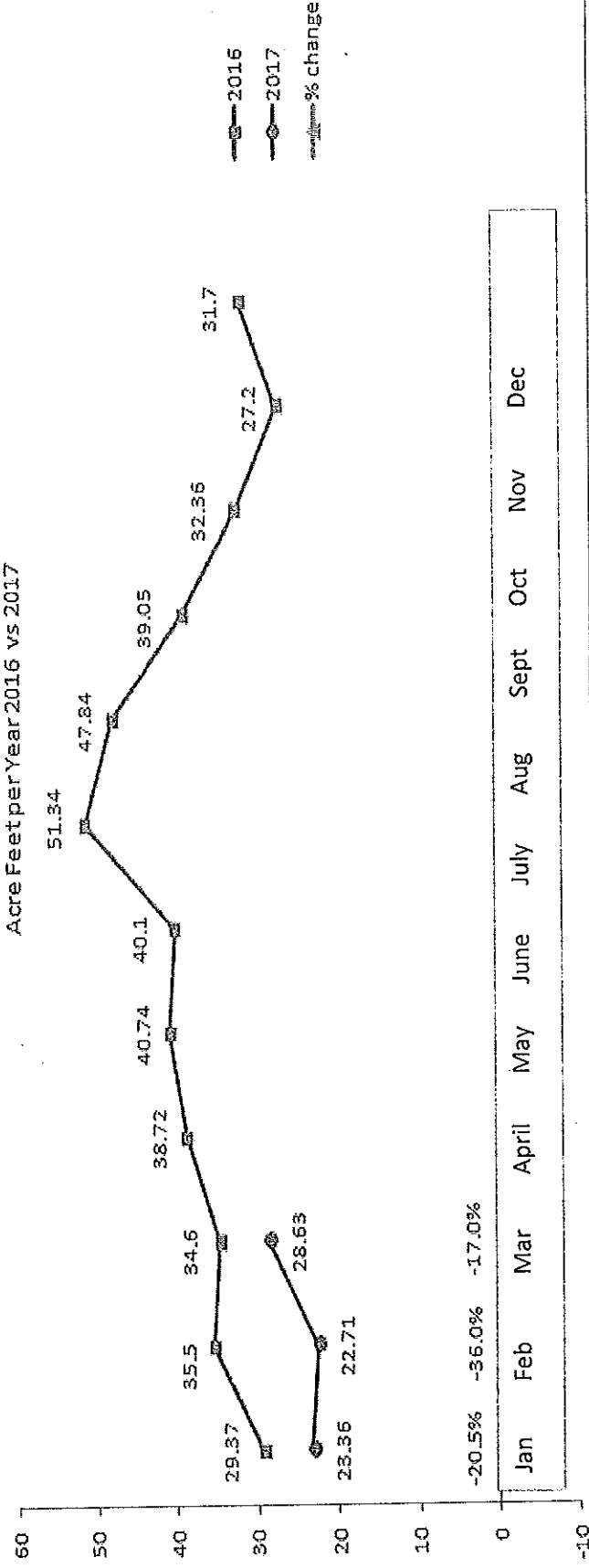
WATER: MAINTENANCE & REPAIRS	Quantity
Emergency Turn Offs	0
Fire Hydrant Service / Flushing	0
Main or Service Line Repairs/Installation	0
Meter Installation (new or construction)	1
Fire Meter / Manifold Installations	2
Meters Replaced	12
Meter Trims/Box/ Covers	1
Meter Relocate (service lines)	2
USA Markings	12
Sampling / Residuals	5
Valve Maintenance/ Exercising Program	3
WATER: CUSTOMER SERVICE	
Door Hangers	52
Re-Reads	69
Meter Reads	1847
Pressure Checks/WaterQuality	1
Disconnect Non-Payment	0
Meter Reconnects/Open	5
Closed Accounts/Final reads	7
Check Meter for Leaks/Repair	7
WASTEWATER: MAINTENANCE AND REPAIRS	
Inspections/Cleaning	7
Preventive Maintenance	14
Repairs/Improvements	2
RUBBISH RELATED TASKS	
Barrel Removals	2
Trash P/U/ Miscellaneous	8
Deliver Trash/Recycle Barrels	1
COMMUNITY SERVICE	
Hand Deliveries	5
Public Notice Postings	5
Miscellaneous	4

	2017		2016		Difference
	Gal/day/person	Gal/day/person	Gal/day/person	Gal/day/person	
Jan	27.3	34.4	-7.1		
Feb	26.6	41.6	-15		
Mar	33.5	40.5	-7		
April		45.3			
May		47.7			
Jun		46.6			
July		60.1			
Aug		56.0			
Sept		45.8			
Oct		37.9			
Nov		31.9			
Dec		37.1			

	2017	% change
Jan	23.36	-43%
Feb	22.71	-39%
Mar	28.63	-35%
April	41.59	
May	46.07	
Jun	51.28	
July	53.40	
Aug	51.35	
Sept	50.07	
Oct	45.31	
Nov	40.21	
Dec	41.39	
total	542.97	74.7

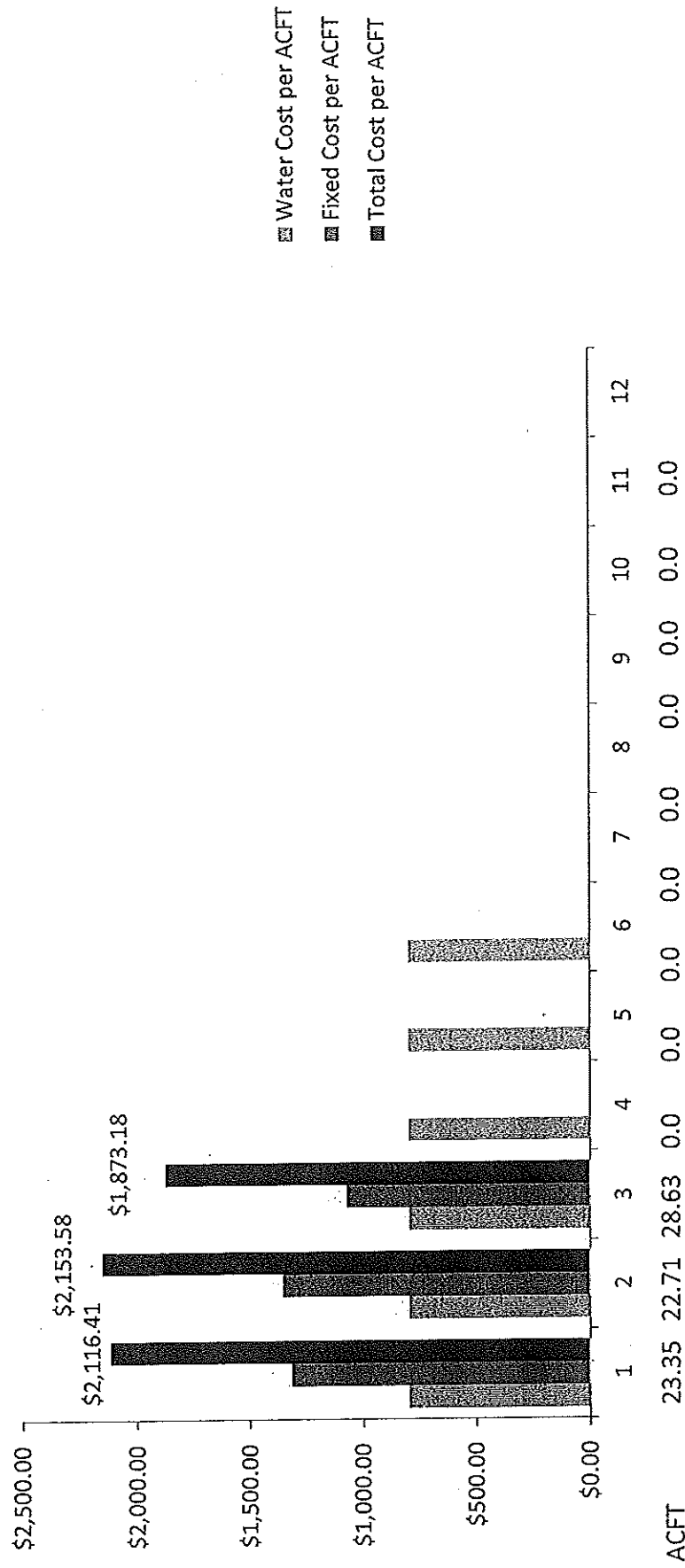
	2017	% change
Jan	23.36	-20.5%
Feb	22.71	-36.0%
Mar	28.63	-17.0%
April	41.59	
May	46.07	
Jun	51.28	
July	53.40	
Aug	51.35	
Sept	50.07	
Oct	45.31	
Nov	40.21	
Dec	41.39	
Total	448.52	74.7

Acres Feet per Year 2016 vs 2017



Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Monthly Water Costs per ACFT 2017



MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, March 14, 2016

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

President Koesterer called the meeting to order at 5:30 PM and led everyone in attendance in the Pledge of Allegiance. In attendance, Vice President Spiegel Director Marcus, Director Brewer, Director Nast, General Counsel, John Mathews, District CPA, Raj Achary, General Manager, Jared Bouchard and Office Manager, CJ Dillon.

B. PUBLIC COMMENTS:

CHP Officer Kevin Denharder introduced himself to the Board. He is the new lead officer for the District area.

C. CONSENT CALENDAR:

Director Marcus moved to approve the Consent Calendar and Vice President Spiegel seconded the motion. The motion passed unanimously.

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

D. ACTION CALENDAR

1. Review June 30, 2016 final budget to actual, interest and cash allocations.

a. Final Budget to Actual 6/30/16

b. Cash Account Summary

c. Interest and Cash Allocations

The General Manager presented the Board with a brief explanation of each report.

Director Marcus moved to approve the FY 15/16 year-end financials. President Koesterer seconded the motion and the motion passed unanimously.

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

2. Review the Channel Islands Beach Community Services District Annual Audit report for year ended June 30, 2016.

After a short question and answer session, Director Marcus moved to approve the Channel Islands Beach Community Services District Annual Audit Report for Year Ended June 30, 2016. Vice President Spiegel seconded the motion and the motion passed unanimously.

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

3. Review of agenda for the February 20, 2017 joint meeting between City of Port Hueneme Council and Channel Islands Beach CSD Board

General Manager Bouchard announced that Raftelis will be doing a presentation at the

Council Meeting regarding rate studies for the City of Port Hueneme. Mr. Bouchard and our District Engineer, Ryan Gallagher to go over the Strategic Planning Process. The last speaker will be Ken Loh from Fox Canyon Ground who will discuss ground water sustainability.

4. Consider casting a vote for the second runoff election for Independent Special Districts, alternate member to the Ventura LAFCO – term to end January 1, 2017

Director Nast nominated Al Fox for the Ventura LAFCO alternate Member. President Koesterer seconded the motion and the motion passed 3 ayes, 1 no and 1 abstention.

Marcus, Koesterer, Nast - Yes Spiegel- No Brewer- Abstain

5. Consider California Special Districts Association (CSDA) call for nominations to the CSDA Board of Directors seat C. 2018 to 2020 term.

The Board took no action on this item.

E. INFORMATION CALENDAR:

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

None

F. BOARD MEMBER COMMENTS:

Director Brewer said she got a call from Liz Cameron from the County. Ms. Cameron said the last month for deck removals on the beach will be the end of May, 2017.

Director Nast told the Board he enjoyed the tour of the Freeman Diversion Dam and found it very informative and thanked the General Manager for telling the Board about it.

Director Marcus thanked Director Brewer for the pictures she took on the tour and said she hopes the Board will continue to work together.

G. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

Mr. Bouchard told the Board that the District had a counterfeit check go through our checking account. The District filed a police report, changed bank accounts and the suspect was arrested a week later.

The Board Meeting adjourned at 8:38 PM.

Susie Koesterer, President



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

JARED BOUCHARD
General Manager

353 Santa Monica Drive • Channel Islands Beach, CA 93035-4473 • (805) 985-6021 • FAX (805) 985-7156
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Regular Board Meeting, April 11, 2017

To: Board of Directors

From: General Manager

Subject: Budget Workshop: Review 2017/18 Proposed Budget and Rates.

Agenda Item D-1

Attached for Board review are copies of the proposed budget. District expenditures for fiscal year 2017/18 are allocated by enterprise (*water, sewer and trash*) within the budget. Each utility is allocated its proportional share of general maintenance expenses, salaries and benefits and administrative expenses, detailed in line items 44 through 93. Direct costs associated with each enterprise are detailed within the respective utilities operating expenses line items.

The budgeted expenses, revenues and rates in the water and wastewater enterprises are commensurate with the revenues, expenditures and rates detailed in the Rate and Cost of Service Study that was first presented to the Board in March 2016 and adopted by the Board on August 09, 2016. The Solid Waste Enterprise revenues, expenditures and rates were not part of the rate study in large part due the fact this a contracted service and the contract service fees dictate the need for revenue and rate adjustments.

The necessary adjustments are summarized below and detailed in the attached charts and budget.

Solid Waste – 2.5% increase to residential solid waste services. Monthly base service rate will increase from \$28.93 to \$29.65 or \$.72 /month

Solid Waste service fee increases are necessary in part, to fund a 1.78% increase in fees paid to Harrison Industries. Additionally the fee increase is designed to ensure long term rate stability by continuing to subsidize the rates with the Board established rate stabilization fund. If the district were to not increase by the additional .72% over and above the passed through 1.78% increase to Harrison, the rate stabilization would be dissolved at an accelerated pace. In the current Fiscal Year 2016/17 we anticipate using \$14,816. This year FY 17/18 we are proposing to use \$4,674 of the rate stabilization fund. This will leave the rate stabilization fund with a balance of approximately \$264,750

Waste Water- The budget and rates as proposed will result in 6% increase in waste water revenues.

Increased Waste Water revenues and service fees are required in order to continue to fund capital replacement set asides and plan for increases in service rates from the City of Oxnard to the District for waste water treatment, capital reinvestment and conveyance.

The below chart shows a detailed breakdown of the proposed new rate and how customers will be impacted those increases. If approved the 6% increase will result in a \$2.88 increase in monthly waste water fees to customers.

Proposed Sewer Fixed Rates

	July 15,2016	July 15,2017	July 15,2018	July 15,2019	July 15,2020
Single Family Residential	\$22.17	\$23.50	24.91	26.40	\$27.99
Multi-family Residential	\$17.73	\$18.79	19.92	21.12	\$22.38
Sewer Service Only (MH and Condos)	\$17.73	\$18.79	19.92	21.12	\$22.38
School	\$130.99	\$138.85	147.18	156.01	\$165.37
Commercial I - Low (office. store)	\$20.86	\$22.11	23.44	24.84	\$26.34
Commercial III - High (Restaurant)	\$52.59	\$55.75	59.09	62.64	\$66.39

Proposed Sewer Variable Rate Increases

	July 15,2016	July 15,2017	July 15,2018	July 15,2019	July 15,2020
Single Family Residential	\$5.23	\$5.54	\$5.88	\$6.23	\$6.60
Multi-f amity Residential	\$5.23	\$5.54	\$5.88	\$6.23	\$6.60
Sewer Service Only (MH and Condos)	\$5.23	\$5.54	\$5.88	\$6.23	\$6.60
School	\$4.99	\$5.29	\$5.61	\$5.94	\$6.30
Commercial I -Low (office. store)	\$5.05	\$5.35	\$5.67	\$6.01	\$6.38
Commercial III -High (Restaurant)	\$6.27	\$6.65	\$7.04	\$7.47	\$7.92

Water – The water enterprise rates, revenues and expenses are predicated on a 8% revenue increase.

The need for the revenue 8% revenue adjustment is necessitated by increased cost of water purchased through the PHWA, reduced sales, capital replacement funding, reserve funding and appropriate set asides for potential new water supply projects and aquifer replenishment charges. If approved the average customer in the District will see a \$3.92 increase in monthly water charges.

The proposed fixed and variable rates are shown below:

Non Harbor Fixed Meter Rates

Non-Harbor Meter Size	Current	July 15,2016	July 15,2017	July 15,2018	July 15,2019	July 15,2020
3/4"	\$29.56	\$32.11	\$34.68	\$36.41	\$37.51	\$38.63
1"	\$58.66	\$50.54	\$54.58	\$57.31	\$59.03	\$60.80
1 1/2"	\$98.66	\$96.61	\$104.34	\$109.56	\$112.84	\$116.23
2"	\$161.87	\$151.90	\$164.05	\$172.25	\$177.42	\$182.74
3"	\$360.74	\$326.98	\$353.14	\$370.80	\$381.92	\$393.38
4"	\$721.48	\$584.99	\$631.79	\$663.38	\$683.28	\$703.78

Harbor Fixed Meter Rates

Harbor Meter Size	Current	July 15,2016	July 15,2017	July 15,2018	July 15,2019	July 15,2020
3/4"	\$29.56	\$44.21	\$47.75	\$50.13	\$51.64	\$53.19
1"	\$58.66	\$70.71	\$76.37	\$80.18	\$82.59	\$85.07
1 1/2"	\$98.66	\$136.96	\$147.91	\$155.31	\$159.97	\$164.77
2"	\$161.87	\$216.46	\$233.77	\$245.46	\$252.83	\$260.41
3"	\$360.74	\$468.20	\$505.66	\$530.94	\$546.87	\$563.28
4"	\$721.48	\$839.20	\$906.33	\$951.65	\$980.20	\$1,009.60

	Current	New HCF	July 15,2016	July 15,2017	July 15,2018	July 15,2019	July 15,2020
Single Family Residential							
Tier 1	0-5 HCF \$2.40	0-5 HCF	\$3.34	\$3.61	\$3.79	\$3.90	\$4.02
Tier 2	6-12 HCF \$3.44	6-8 HCF	\$3.87	\$4.18	\$4.39	\$4.52	\$4.66
Tier 3	13+ HCF \$4.44	9+ HCF	\$5.38	\$5.81	\$6.10	\$6.28	\$6.47
Multi-family Residential per each dwelling unit							

Tier 1	0-5 HCF \$2.40	0-4 HCF	\$3.34	\$3.61	\$3.79	\$3.90	\$4.02
Tier 2	6-12 HCF \$3.44	5-6 HCF	\$3.87	\$4.18	\$4.39	\$4.52	\$4.66
Tier 3	13+ HCF \$4.44	7+ HCF	\$5.38	\$5.81	\$6.10	\$6.28	\$6.47
Commercial	Per HCF \$4.11		\$3.76	\$4.06	\$4.26	\$4.39	\$4.52
Commercial Harbor	Per HCF \$4.11		\$4.39	\$4.74	\$4.98	\$5.13	\$5.28
Harbor Irrigation	Per HCF \$4.11		\$4.39	\$4.74	\$4.98	\$5.13	\$5.28

Below is a break down of charges for an average single family home and the associated water and sewer charges with the proposed increases. In total the rate increases would result in an additional \$7.52 to the monthly water sewer and trash bill of an average customer within the District.

Water Service

Base Monthly Water Service

Charge

Base Monthly Charge for a 3/4" Meter	\$34.68
Base Monthly Charge for a 3/4" No Fire Line Meter	\$0.00

Metered Consumption Charges

Tier 1 Metered Consumption Charges - 5 hcf at \$3.61 per hcf	\$18.05
Tier 2 Metered Consumption Charges - 0 hcf at \$4.18 per hcf	\$0.00
Tier 3 Metered Consumption Charges - 0 hcf at \$5.82 per hcf	\$0.00
Total Metered Consumption Charges	\$18.05

Total Water Service Charges **\$52.73**

Sewer Service

Monthly Base Charges

Monthly Base Charge for Single Family Residential	\$23.51
---	---------

Variable Charges

Total Water Used	5 hcf
SFR Return to Sewer Factor	93.0%
Sewage collected and treated (hcf)	4.65

Variable Sewer Charges - 4.65 hcf at \$5.55 per hcf \$25.81

Total Sewer Service Charges **\$49.32**

For demonstration purposes the following is a breakdown of per gallon of water or waste water cost for an average user in the District.

Water Cost Per Gallon of Water Delivered

5 HCF's = 748 gallons (1 HCF) x 5 = **3740** gallons of water used for the month
 \$3.61 per HCF = \$3.61 x 5 = **\$18.05** per month in water usage charges
 Fixed meter fee = **\$34.68** per month

$(\$34.68 + \$18.05) / 3740 \text{ gallons} =$ ***\$.014 per gallon of water or \$.004 if only divided by usage charges of \$18.05***

Sewer Cost per gallon of Waste Water Collected, Conveyed and Treated

5 HCF's = 748 gallons (1 HCF) x 5 = **3740** gallons of water used for the month
 3740 X 93 % RTS = **3478.2 or 4.65 HCF's** gallons of sewage collected and treated
 \$5.55 per HCF = \$5.55 x 4.65 HCF's = **\$25.81** per month in sewer usage charges
 Fixed meter fee = **\$23.51** per month

$(\$23.51 + \$25.81) / 3478.2 \text{ gallons} =$ ***\$.014 per gallon of sewage or \$.007 if only divided by usage charges of \$25.81***

Recommendation: Review the proposed budget and make modifications as appropriate

A	B	C	D	F	J	K	L	M	N	O	P	Q	R
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT	G/L Account	16/17 Budget	YTD Actual & Projected 06/17	17/18 Adopted Budget	Water	%	Waste Water	%	Solid Waste Disposal	%	Community Service	%	Total
1	Proposed Budget - Fiscal Year Ending June 30, 2018												
2													
3													
4													
5													
6													
7													
8													
9	OPERATING REVENUES												
10													
11	3110	1,779,000	1,735,269	1,879,000	1,879,000	100%	0	0	0	0	0	0	1,879,000
12	3120	2,019,200	1,721,492	1,899,000	0	0	1,889,000	100%	0	0	0	0	1,889,000
13	3130	684,300	691,061	690,000	0	0	0	0	690,000	100%	0	0	690,000
14	TOTAL OPERATING REVENUE	4,482,500	4,147,822	4,458,000	1,879,000		1,889,000		690,000		0	0	4,458,000
15													
16													
17	OPERATING EXPENSES												
18													
19	Water System Expense												
20	4210	826,000	517,717	724,000	724,000	100%	0	0	0	0	0	0	724,000
21	4215	16,000	15,000	15,400	15,400	100%	0	0	0	0	0	0	16,400
22	4220	12,000	11,000	12,240	12,240	100%	0	0	0	0	0	0	12,240
23	4225	1,600	1,600	1,650	1,650	100%	0	0	0	0	0	0	1,650
24	4230	1,700	1,681	1,700	1,700	100%	0	0	0	0	0	0	1,700
25	4235	100,000	100,000	103,000	103,000	100%	0	0	0	0	0	0	103,000
26	4240	0	0	322,875	322,875	100%	0	0	0	0	0	0	322,875
27	4245	0	0	0	0	0	0	0	0	0	0	0	0
28	Total Water System Expense	957,300	646,998	1,181,865	1,181,865		0		0		0	0	1,181,865
29													
30	Sewer System Expense												
31	4260	668,100	607,718	823,000	823,000	100%	823,000	100%	0	0	0	0	823,000
32	4265	121,000	121,000	121,000	121,000	100%	121,000	100%	0	0	0	0	121,000
33	4270	19,000	19,000	20,000	20,000	100%	20,000	100%	0	0	0	0	20,000
34	4275	21,000	17,000	18,000	18,000	100%	18,000	100%	0	0	0	0	18,000
35	4280	507,000	507,000	814,710	814,710	100%	814,710	100%	0	0	0	0	814,710
36	Total Sewer System Expense	1,336,100	1,271,718	1,796,710	1,796,710		1,796,710		0		0	0	1,796,710
37													
38	Trash Expense												
39	4285	493,000	488,598	492,000	492,000	100%	0	0	492,000	100%	0	0	492,000
40	Total Trash Expense	493,000	488,598	492,000	492,000		0		492,000		0	0	492,000
41													
42	Maintenance Expenses												
43	4310	15,000	11,000	15,000	6,150	41%	5,700	38%	1,800	12%	1,350	9%	15,000
44	4320	6,000	6,000	6,120	2,509	41%	2,326	38%	734	12%	551	9%	6,120
45	4330	860	860	900	225	25%	225	25%	225	25%	225	25%	900
46	4340	18,500	16,000	18,500	4,625	25%	4,625	25%	4,625	25%	4,625	25%	18,500
47	4350	1,500	1,500	1,500	375	25%	375	25%	375	25%	375	25%	1,500
48	4360	1,900	1,847	1,900	0	0%	0	0%	0	0%	1,900	100%	1,900
49	4370	4,000	4,000	4,000	1,640	41%	1,520	38%	480	12%	360	9%	4,000
50	4380	1,500	1,500	1,500	375	25%	375	25%	375	25%	375	25%	1,500
51	Total Maintenance Expenses	49,260	41,207	49,420	15,899		15,146		8,614		9,761		49,420

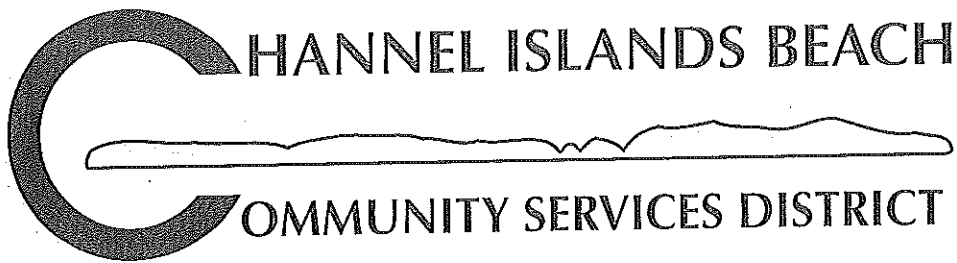
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT										June 30, 2018									
Proposed Budget - Fiscal Year Ending										17/18 Adopted Budget									
A	B	C	D	F	G	J	K	L	M	N	O	P	Q	R					
	GIL Account	16/17 Budget	YTD Actual & Projected 06/17		Water	Water	%	Waste Water	%	Solid Waste Disposal	%	Community Service	%	Total					
52	Salaries & Benefits																		
53	Regular Salaries	555,000	555,000	583,000	215,710	37%	37%	215,710	37%	99,110	17%	52,470	9%	583,000					
54	Payroll Taxes	16,100	15,400	17,000	6,290	37%	37%	6,290	37%	2,890	17%	1,530	9%	17,000					
55	Group Insurance	119,000	116,937	119,000	44,030	37%	37%	44,030	37%	20,230	17%	10,710	9%	119,000					
56	Retirement Benefits	55,500	55,500	58,300	21,571	37%	37%	21,571	37%	9,911	17%	5,247	9%	58,300					
57	Uniforms	2,800	2,800	2,800	1,066	41%	38%	988	38%	312	12%	234	9%	2,800					
58	Worker's comp Insurance	16,000	15,000	16,000	5,920	37%	37%	5,920	37%	2,720	17%	1,440	9%	16,000					
59	Employee Education	5,500	3,000	5,500	2,200	40%	40%	2,200	40%	825	15%	275	5%	5,500					
60														0					
61																			
62	Total Salaries & Benefits	769,700	763,437	801,400	296,787			296,709		135,998		71,906		801,400					
63	Administrative Expenses																		
64	Regular Board Payments	7,650	7,650	7,650	2,295	30%	30%	2,295	30%	765	10%	2,295	30%	7,650					
65	Special Board Meetings	2,350	2,350	2,350	705	30%	30%	705	30%	235	10%	705	30%	2,350					
66	Board/ Committee Expenses	1,300	1,300	1,500	450	30%	30%	450	30%	150	10%	450	30%	1,500					
67	Board/ Conferences & Seminars	6,000	6,000	6,000	2,040	34%	34%	2,040	34%	960	16%	960	16%	6,000					
68	Travel & Lodging	8,500	6,000	8,500	3,400	40%	40%	3,400	40%	1,275	15%	425	5%	8,500					
69	District Dues & Memberships	19,000	19,000	20,000	8,200	41%	32%	6,400	32%	3,400	17%	2,000	10%	20,000					
70	Office Supplies	7,000	7,000	7,150	2,288	32%	32%	2,288	32%	2,288	33%	288	4%	7,150					
71	On-Line Bill Paying	6,750	6,750	6,750	2,295	34%	25%	3,750	25%	3,750	25%	3,750	25%	15,000					
72	Communications	14,000	14,500	15,000	1,800	30%	30%	1,800	30%	1,800	30%	600	10%	15,000					
73	Printing & Publications	5,100	8,000	6,000	4,500	30%	30%	4,500	30%	4,500	30%	1,500	10%	6,000					
74	Postage & Shipping	15,000	15,000	15,000	3,600	30%	30%	3,600	30%	3,600	30%	1,200	10%	15,000					
75	Miscellaneous Office Expense	11,300	11,300	12,000	1,260	30%	30%	1,260	30%	1,260	30%	420	10%	12,000					
76	Office Utilities	3,050	3,900	4,200	4,608	48%	28%	2,688	28%	1,920	20%	384	4%	9,600					
77	Equipment R & M	6,080	6,200	9,600	11,500	41%	52%	14,500	52%	2,000	7%	0	0%	28,000					
78	Capital Purchases	37,000	37,000	28,000	10,885	35%	35%	10,885	35%	3,110	10%	6,220	20%	31,100					
79	Insurance	31,000	31,000	31,100	10,885	35%	37%	18,900	37%	5,000	10%	2,000	4%	50,000					
80	Legal Services	50,000	40,000	50,000	24,500	49%	42%	20,905	42%	7,636	15%	664	1%	50,000					
81	Accounting Services	50,000	50,000	50,000	20,795	42%	42%	6,272	42%	2,291	15%	199	1%	50,000					
82	Computer Services	13,900	13,900	15,000	6,238	42%	87%	19,985	13%	0	0%	0	0%	150,000					
83	Engineering Services	150,000	150,000	150,000	800	16%	16%	2,600	52%	800	16%	800	16%	5,000					
84	Bank & Trustee Fees	6,000	6,000	5,000	8,000	40%	40%	8,000	40%	2,000	10%	2,000	10%	20,000					
85	Other Professional Services	20,000	20,000	20,000	1,700	34%	33%	1,650	33%	375	25%	375	25%	5,000					
86	Legal Notices Publication	8,000	5,000	5,000	375	25%	25%	141,085		52,992		27,233		477,300					
87	Public Information	1,500	1,500	1,500	255,989														
88	Total Administrative Expenses	480,490	468,350	477,300	128,460			(360,650)		395		(108,900)		(340,695)					
89																			
90																			
91	TOTAL OPERATING EXPENSES	4,085,850	3,681,308	4,798,695	1,750,540			2,249,650		689,605		108,900		4,798,695					
92																			
93	OPERATING INCOME (LOSS)	396,650	466,514	(340,695)	128,460			(360,650)		395		(108,900)		(340,695)					

A	B	C	D	F	J	K	L	M	N	O	P	Q	R
1	2	3	4	5	6	7	94	95	96	97	98	99	100
Channel Islands Beach Community Services District	Proposed Budget - Fiscal Year Ending June 30, 2018	16/17 Budget	YTD Actual & Projected 06/17	17/18 Adopted Budget	Water	%	Waste Water	%	Solid Waste Disposal	%	Community Service	%	Total
95 OTHER REVENUES													
96 Interest	6100	8,000	17,087	25,000	8,750	35%	13,750	55%	2,500	10%	60,000	100%	25,000
97 Secured/Unsecured Taxes	6320	60,000	37,109	60,000	8,750		13,750		2,500		60,000	100%	60,000
98 TOTAL OTHER REVENUES		68,000	54,196	85,000	8,750		13,750		2,500		60,000	100%	85,000
99													
100 DEBT OBLIGATIONS													
101 2005 Water Revenue Bonds	2805	311,886	311,687	312,834	312,834	100%	186,991	100%	0		0		312,834
102 2005 Sewer Revenue Bonds	2855	234,242	0	186,991	186,991		186,991		0		0		186,991
103 TOTAL DEBT OBLIGATION		545,928	311,687	499,825	312,834		186,991		0		0		499,825
104													
105 OTHER BUDGET ITEMS													
106 Allocation of Community Service	N/A	0	0	48,900	(20,611)		(20,721)		(7,569)		48,900		0
107 Use of Rate Stabilization Reserve	N/A	49,634	14,816	49,634	196,235	0%	554,611	0%	4,674	100%	48,900		755,520
108 TOTAL OTHER BUDGET ITEMS		49,634	14,816	98,534	175,624		533,891		(2,895)		48,900		755,520
109													
110 NET CASH NEEDS		(31,644)	223,839	(656,986)	0		0		0		0		0
111													

A	B	C	D	F	G	H	I	J	K	L	M	N	O	P	Q	R
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT																
Proposed Budget V-2- Fiscal Year Ending June 30, 2018																
	G/L Account	16/17 Budget	YTD Actual & Projected 06/17	17/18 Adopted Budget	Water	%	Waste Water	%	Solid Waste Disposal	%	Community Service	%	Total			
9	OPERATING REVENUES															
10																
11	3110	1,779,000	1,735,269	1,879,000	1,879,000	100%	0	0	0	0	0	0	1,879,000			1,879,000
12	3120	2,019,200	1,721,492	1,889,000	0		1,889,000	100%	0	0	0	0	1,889,000			1,889,000
13	3130	684,300	691,061	690,000	0		0		690,000	100%	0	0	690,000			690,000
14		4,482,500	4,147,822	4,458,000	1,879,000		1,889,000		690,000		0	0	4,458,000			4,458,000
15																
16																
17	OPERATING EXPENSES															
18																
19	Water System Expense															
20	4210	826,000	517,717	724,000	724,000	100%	0	0	0	0	0	0	724,000			724,000
21	4215	16,000	15,000	16,400	16,400	100%	0	0	0	0	0	0	16,400			16,400
22	4220	12,000	11,000	12,240	12,240	100%	0	0	0	0	0	0	12,240			12,240
23	4225	1,600	1,600	1,650	1,650	100%	0	0	0	0	0	0	1,650			1,650
24	4230	1,700	1,681	1,700	1,700	100%	0	0	0	0	0	0	1,700			1,700
25	4235	100,000	100,000	103,000	103,000	100%	0	0	0	0	0	0	103,000			103,000
26	4240	0	0	126,000	126,000	100%	0	0	0	0	0	0	126,000			126,000
27	4245	0	0	0	0	100%	0	0	0	0	0	0	0			0
28		957,300	646,998	984,990	984,990	100%	0	0	0	0	0	0	984,990			984,990
29																
30	Sewer System Expense															
31	4260	668,100	607,718	823,000	823,000	100%	823,000	100%	0	0	0	0	823,000			823,000
32	4265	121,000	121,000	121,000	121,000	100%	121,000	100%	0	0	0	0	121,000			121,000
33	4270	19,000	19,000	20,000	20,000	100%	20,000	100%	0	0	0	0	20,000			20,000
34	4275	21,000	17,000	18,000	18,000	100%	18,000	100%	0	0	0	0	18,000			18,000
35	4280	507,000	507,000	260,000	260,000	100%	260,000	100%	0	0	0	0	260,000			260,000
36		1,336,100	1,271,718	1,242,000	1,242,000	100%	1,242,000	100%	0	0	0	0	1,242,000			1,242,000
37																
38	Trash Expense															
39	4285	493,000	488,598	492,000	492,000	100%	0	0	492,000	100%	0	0	492,000			492,000
40		493,000	488,598	492,000	492,000	100%	0	0	492,000	100%	0	0	492,000			492,000
41																
42	Maintenance Expenses															
43	4310	15,000	11,000	15,000	6,150	41%	5,700	38%	1,800	12%	1,350	9%	15,000			15,000
44	4320	6,000	6,000	6,120	2,509	41%	2,326	38%	734	12%	551	9%	6,120			6,120
45	4330	860	860	900	225	25%	225	25%	225	25%	225	25%	900			900
46	4340	18,500	16,000	18,500	4,625	25%	4,625	25%	4,625	25%	4,625	25%	18,500			18,500
47	4350	1,500	1,500	1,500	375	25%	375	25%	375	25%	375	25%	1,500			1,500
48	4360	1,900	1,847	1,900	0	0%	0	0%	0	0%	1,900	100%	1,900			1,900
49	4370	4,000	4,000	4,000	1,640	41%	1,520	38%	480	12%	360	9%	4,000			4,000
50	4380	1,500	1,500	1,500	375	25%	375	25%	375	25%	375	25%	1,500			1,500
51		49,260	41,207	49,420	15,899	25%	15,146	25%	8,614	25%	9,761	25%	49,420			49,420

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1 CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT																	
2	Proposed Budget V 2 - Fiscal Year Ending June 30, 2018																
3	G/L Account																
4	16/17 Budget																
5	YTD Actual & Projected 06/17																
6	17/18 Adopted Budget																
7	Water %																
8	Waste Water %																
9	Solid Waste Disposal %																
10	Community Service %																
11	Total																
52																	
53	Salaries & Benefits																
54	4400	555,000	555,000	583,000	583,000	215,710	37%	215,710	37%	99,110	17%	52,470	9%	583,000			
55	4500	16,100	15,400	17,000	17,000	6,290	37%	6,290	37%	2,890	17%	1,530	9%	17,000			
56	4525	119,000	116,937	119,000	119,000	44,030	37%	44,030	37%	20,230	17%	10,710	9%	119,000			
57	4550	55,500	55,500	58,300	58,300	21,571	37%	21,571	37%	9,911	17%	5,247	9%	58,300			
58	4575	2,600	2,600	2,600	2,600	1,066	41%	988	38%	312	12%	234	9%	2,600			
59	4600	16,000	15,000	16,000	16,000	5,920	37%	5,920	37%	2,720	17%	1,440	9%	16,000			
60	4650	5,500	3,000	5,500	5,500	2,200	40%	2,200	40%	825	15%	275	5%	5,500			
61																	
62		769,700	763,437	801,400	801,400	296,787		296,709		135,998		71,906		801,400			
63	Total Salaries & Benefits																
64	Administrative Expenses																
65	5010	7,650	7,650	7,650	7,650	2,295	30%	2,295	30%	765	10%	2,295	30%	7,650			
66	5020	2,350	2,350	2,350	2,350	705	30%	705	30%	235	10%	705	30%	2,350			
67	5030	1,300	1,300	1,500	1,500	450	30%	450	30%	150	10%	450	30%	1,500			
68	5040	6,000	6,000	6,000	6,000	2,040	34%	2,040	34%	960	16%	960	16%	6,000			
69	5050	8,500	6,000	8,500	8,500	3,400	40%	3,400	40%	1,275	15%	425	5%	8,500			
70	5100	19,000	19,000	20,000	20,000	8,200	41%	8,200	41%	3,400	17%	2,000	10%	20,000			
71	5210	7,000	7,000	7,150	7,150	2,288	32%	2,288	32%	2,288	32%	286	4%	7,150			
72	5215	6,750	6,750	6,750	6,750	2,295	34%	2,295	34%	2,228	33%	0	0%	6,750			
73	5220	14,000	14,500	15,000	15,000	3,750	25%	3,750	25%	3,750	25%	3,750	25%	15,000			
74	5230	5,100	8,000	6,000	6,000	1,800	30%	1,800	30%	1,800	30%	600	10%	6,000			
75	5240	15,000	15,000	15,000	15,000	4,500	30%	4,500	30%	4,500	30%	1,500	10%	15,000			
76	5250	11,300	11,300	12,000	12,000	3,600	30%	3,600	30%	3,600	30%	1,200	10%	12,000			
77	5260	3,060	3,900	4,200	4,200	1,260	30%	1,260	30%	1,260	30%	420	10%	4,200			
78	5290	6,080	6,200	9,600	9,600	4,608	48%	2,688	28%	1,920	20%	384	4%	9,600			
79	5300	37,000	37,000	28,000	28,000	11,500	41%	14,500	52%	2,000	7%	0	0%	28,000			
80	5400	31,000	31,000	31,100	31,100	10,885	35%	10,885	35%	3,110	10%	6,220	20%	31,100			
81	5510	50,000	40,000	50,000	50,000	24,500	49%	18,500	37%	5,000	10%	2,000	4%	50,000			
82	5520	50,000	50,000	50,000	50,000	20,795	42%	20,905	42%	7,636	15%	664	1%	50,000			
83	5530	13,900	13,900	15,000	15,000	6,238	42%	6,272	42%	2,291	15%	199	1%	15,000			
84	5540	150,000	150,000	150,000	150,000	130,005	87%	18,995	13%	0	0%	0	0%	150,000			
85	5560	6,000	6,000	6,000	6,000	800	16%	2,600	52%	800	16%	800	16%	6,000			
86	5585	20,000	20,000	20,000	20,000	8,000	40%	8,000	40%	2,000	10%	2,000	10%	20,000			
87	5600	8,000	5,000	5,000	5,000	1,700	34%	1,650	33%	1,650	33%	0	0%	5,000			
88	5650	1,500	1,500	1,500	1,500	375	25%	375	25%	375	25%	375	25%	1,500			
89		480,490	469,350	477,300	477,300	255,989		141,085		52,992		27,233		477,300			
90	Total Administrative Expenses																
91	TOTAL OPERATING EXPENSES																
92		4,085,850	3,681,308	4,047,110	4,047,110	1,553,665		1,694,940		689,605		108,900		4,047,110			
93	OPERATING INCOME (LOSS)																
		396,650	466,514	410,890	410,890	325,335		194,060		395		(108,900)		410,890			

A	B	C	D	F	K	L	M	N	O	P	Q	R
1	CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT											
2	Proposed Budget V.2 - Fiscal Year Ending June 30, 2018											
3			YTD Actual & Projected 06/17	17/18 Adopted Budget	Water	%	Waste Water	%	Solid Waste Disposal	%	Community Service	Total
4	G/L Account	16/17 Budget										
94												
95	OTHER REVENUES											
96	6100	8,000	17,087	25,000	8,750	35%	13,750	55%	2,500	10%	60,000	25,000
97	6320	60,000	37,109	60,000	8,750		13,750		2,500		60,000	60,000
98	TOTAL OTHER REVENUES											
		68,000	54,196	85,000	8,750		13,750		2,500		60,000	85,000
99												
100	DEBT OBLIGATIONS											
101	2805	311,686	311,687	312,834	312,834	100%			0		0	312,834
102	2855	234,242	0	186,991	186,991	100%						186,991
103	TOTAL DEBT OBLIGATION											
		545,928	311,687	499,825	312,834				0		0	499,825
104												
105	OTHER BUDGET ITEMS											
106	N/A	0	0	48,900	(20,611)		(20,721)		(7,569)		48,900	0
107	N/A	49,634	14,816	49,634	(640)	0%	(99)	0%	4,674	100%		3,935
108	TOTAL OTHER BUDGET ITEMS											
		49,634	14,816	98,534	(21,257)		(20,819)		(2,895)		48,900	3,935
109	NET CASH NEEDS											
		(31,644)	223,839	94,599	0		0		0		0	(0)
111												



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

JARED BOUCHARD
General Manager

353 Santa Monica Drive • Channel Islands Beach, CA 93035-4473 • (805) 985-6021 • FAX (805) 985-7156
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Regular Board Meeting, April 11, 2017

To: Board of Directors

From: General Manager

Subject: Consider Resolution 17-01 Writing Off Water Usage Tier Rate Charges on 85 Specific Accounts and Authorizing the General Manager to Approve Additional Write Offs when Appropriate and In the Financial Best Interest of District Rate Payers.

Agenda Item D-2

Attached is Resolution 17-01 that authorizes the General Manager to write off unintentional billing errors for efficiency and resolution in matters less than \$1,500.00. On August 9, 2016 the Board adopted the FY 2016/2017 budget and Ordinance 85 prescribing to the rates and fees noticed and considered in the Proposition 218 Hearing Notice.

The new rates went into effect September 15, 2016. During the transition from the old user types and rates to the new user types and rates outlined by the Raftelis Rate Study, the consumption charges for the Single Family Residence with one (1) accessory unit were incorrectly calculated. During the 2017/2018 budget workshops, it was discovered, and the loss in revenue from those accounts for 5 months of billing is less than \$750.00.

The Staff's recommendation is to write-off the approximate \$750.00 to be cost effective and in the best interest to the District Rate Payers.

Consider Resolution 17-01 Writing Off Water Usage Tier Rate Charges on 85 Specific Accounts and Authorizing the General Manager to Approve Additional Write Offs when Appropriate and In the Financial Best Interest of District Rate Payers.

Recommendation: Approve Resolution 17-01

Resolution 17-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHANNEL ISLANDS BEACH
COMMUNITY SERVICES DISTRICT WRITING OFF WATER USAGE TIER RATE
CHARGES ON 85 SPECIFIC ACCOUNTS AND AUTHORIZING THE GENERAL
MANAGER TO APPROVE ADDITIONAL WRITE OFFS WHEN APPROPRIATE AND IN
THE FINANCIAL BEST INTEREST OF DISTRICT RATE PAYERS

WHEREAS, the District provided written notice pursuant to California Proposition 218 to all property owners and residents within the District's service area regarding proposed adjustment to the water and wastewater rates and fees, and held a public hearing regarding the proposed adjustments on August 09, 2016.

WHEREAS, the Board conducted a duly noticed public hearing on the Recommended Fiscal Year 2016-17 Annual Budget during their August 9, 2016 Meeting, concluding in the adoption of the Fiscal Year 2016-17 Annual Budget during the August 9, 2016 Meeting; and

WHEREAS, in accordance with its vested statutory authority the District Board approved and adopted Ordinance 85 prescribing the rates and fees noticed and considered in the Proposition 218 Hearing ; and

WHEREAS, Ordinance 85 defines a "Single-Family Residential" shall mean single-family residences; single-family residences with one (1) accessory dwelling unit; and residential duplexes serviced through a single, metered water connection.

WHEREAS, the Channel Islands Beach Community Services District Staff and Board intended to implement the rates and fees as prescribed through its billing system contractor Bill Master; and

WHEREAS, the Channel Islands Beach Community Services District staff conducted reviews of the implementation including the review 130 accounts to ensure the new rates were calculated and implemented as prescribed; and

WHEREAS, Single Family Residential water users with an (1) accessory dwelling were unintentionally and inappropriately coded to receive multifamily tier rates; and

WHEREAS, the unintentional and inappropriate coding of these accounts resulted in billings that were less than the adopted tier rates for Single Family Customers with (1) additional accessory dwelling ;

WHEREAS, District staff identified the improperly coded accounts through a review of billings in preparing the water revenue projections for fiscal year 2017/18 ; and

WHEREAS, 85 accounts were identified as Single family with an accessory dwelling that were under billed; and

WHEREAS, the dollar amount that would need to be collected from all 85 accounts is less than \$750 as identified in the attached detail of accounts; and

WHEREAS, in order to collect the under billed charges District staff would need to make personal contact with each customer identified; and

WHEREAS, the under billed amount is relatively small and the amount of staff time and effort necessary to collect the fees would be more costly than the fees themselves;

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

- 1) THAT, pursuit of recovering the fees would not be in the financial best interest of all rate payers of the Channel Islands Beach Community Services District given the effort and time that would need to be expended by District Staff
- 2) THAT, in order to allow for efficiency and resolution to matters of less than \$1500. Related to unintentional billing errors the General Manager is authorized to settle those issues on individual accounts or in the aggregate when a group of customers or and entire customer class may be affected.
- 3) THAT, the under billed amount for all the accounts listed on the attached detail of accounts is hereby waived.

PASSED AND ADOPTED on this 11th day of April 2017, by the following vote

AYES:

NOES:

ABSTAINS:

Jared Bouchard,
Secretary
Channel Islands Beach
Community Services District

Susie Koesterer,
President, Board of Directors
Channel Islands Beach
Community Services District

UserType	Account Type	Total Payable
Resid Mu	11210-03	\$60.80
Resid Mu	04080-01	\$51.74
Resid Mu	11550-01	\$39.13
Resid Mu	05580-01	\$39.66
Resid Mu	13080-01	\$38.15
Resid Mu	12830-01	\$21.54
Resid Mu	01030-01	\$23.05
Resid Mu	05540-01	\$20.03
Resid Mu	09730-04	\$10.97
Resid Mu	13010-01	\$13.99
Resid Mu	18010-11	\$18.36
Resid Mu	07940-09	\$15.34
Resid Mu	00090-01	\$13.99
Resid Mu	05340-02	\$7.42
Resid Mu	02530-01	\$12.48
Resid Mu	07780-01	\$12.48
Resid Mu	13910-01	\$10.97
Resid Mu	01970-03	\$6.36
Resid Mu	12880-01	\$13.22
Resid Mu	01160-01	\$10.97
Resid Mu	02550-02	\$10.97
Resid Mu	11910-02	\$10.97
Resid Mu	03630-02	\$7.95
Resid Mu	03460-01	\$9.46
Resid Mu	06840-01	\$7.95
Resid Mu	00410-05	\$7.95
Resid Mu	02250-01	\$7.95
Resid Mu	18630-01	\$7.42
Resid Mu	00420-01	\$7.42
Resid Mu	07200-01	\$7.95
Resid Mu	05420-01	\$7.42
Resid Mu	07500-01	\$6.89
Resid Mu	05060-08	\$6.36
Resid Mu	06210-03	\$6.89
Resid Mu	09800-01	\$5.83
Resid Mu	04500-05	\$5.83
Resid Mu	05070-02	\$5.30
Resid Mu	07270-01	\$5.83
Resid Mu	07150-01	\$5.30
Resid Mu	01000-01	\$4.77
Resid Mu	01470-01	\$5.83
Resid Mu	01250-03	\$4.77
Resid Mu	04670-02	\$5.83
Resid Mu	04110-01	\$3.71
Resid Mu	06120-04	\$3.18
Resid Mu	20360-01	\$3.71

UserType	Account Type	Total Payable
Resid Mu	03950-01	\$1.59
Resid Mu	02350-01	\$3.71
Resid Mu	12130-04	\$2.12
Resid Mu	13120-01	\$3.18
Resid Mu	08250-01	\$3.18
Resid Mu	02580-01	\$2.65
Resid Mu	10380-02	\$2.12
Resid Mu	10320-01	\$1.59
Resid Mu	02090-03	\$1.06
Resid Mu	03680-02	\$1.59
Resid Mu	04560-02	\$1.06
Resid Mu	04970-01	\$1.59
Resid Mu	06800-01	\$1.59
Resid Mu	07590-02	\$1.59
Resid Mu	03320-01	\$1.06
Resid Mu	04000-01	\$0.00
Resid Mu	04660-09	\$0.53
Resid Mu	07490-01	\$0.00
Resid Mu	12870-02	\$0.53
Resid Mu	13510-01	\$0.00
Resid Mu	00340-02	\$0.00
Resid Mu	01480-01	\$0.00
Resid Mu	02400-01	\$0.00
Resid Mu	03250-01	\$0.00
Resid Mu	03280-07	\$0.00
Resid Mu	04300-03	\$0.00
Resid Mu	05180-03	\$0.00
Resid Mu	05290-03	\$0.00
Resid Mu	05350-01	\$0.00
Resid Mu	06790-02	\$0.00
Resid Mu	07600-01	\$0.00
Resid Mu	07620-02	\$0.00
Resid Mu	08120-05	\$0.00
Resid Mu	08230-02	\$0.00
Resid Mu	08930-01	\$0.00
Resid Mu	12030-01	\$0.00
Resid Mu	13610-01	\$0.00
Resid Mu	13640-05	\$0.00
Resid Mu	13830-03	\$0.00
Resid Mu	14000-03	\$0.00
		<hr/>
		\$644.83