

Board of Directors

MARCIA MARCUS, President  
SUSIE KOESTERER, Vice President  
KEITH MOORE, Director  
R.V. "Jim" ESTOMO, Director  
ELLEN SPIEGEL, 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

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**NOTICE IS HEREBY GIVEN** that the Board of Directors of the Channel Islands Beach Community Services District will hold A Regular Meeting beginning at 7:00 PM on Tuesday, September 13, 2016. 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 –August 2016
3. Operations & Maintenance Report –
  - a. August 2016
4. Minutes
  - a. August 9, 2016
5. Authorize customer request for relief from water charges due to leaks on the property consistent with Resolution 07-01
  - a. None

**D. ACTION CALENDAR**

1. Board review of response form United Water Conservation District regarding the appropriateness of baseline water testing and the relative risk associated with hydraulic fracking within the Oxnard Plain.  
**Recommendation:** Board Discretion
2. Consider 3 year contract (total of 5 years with a 2 year option after first 3 year term) with Websoft Developers Inc. for the development, maintenance and support of GIS District infrastructure mapping.

**Recommendation:** Authorize the General Manager to execute the agreement with Websoft. Initial start up cost \$10,000 - Annual Maintenance fees of \$12,000 per year.

3. Consider authorizing contract for FY 2017-2018 Water and Sewer Financial Plan Update and As-Needed Services for FY 2016/2017 with Raftelis Financial Consultants Inc.

**Recommendation:** Authorize the General Manager to execute the contract

4. 2016 Local Agency Bi Annual Review of District Conflict of Interest Code

**Recommendation:** Approve Bi Annual Conflict of Interest Code and direct staff to file required notice with the County of Ventura

5. Considering casting a vote for the Independent Special Districts, Alternate Member to the Ventura LAFCO—term to end January 1, 2017.

**Recommendation:** Cast one vote for either, Russ Baggerly, Robert Eranio, Al Fox, Mike Mishler or Andy Waters

6. Approve and Adopt Board Resolution 16-06 Regarding Increase in General Manager's Compensation

**Recommendation:** Approve CIBCSD Resolution 16-06 Regarding Increase in General Manager's Compensation and authorize the Board President to sign Resolution 16-06.

7. Review of September 19, 2016 Port Hueneme Water Agency Agenda Packet

**Recommendation: Review Board Packet**

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

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

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

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

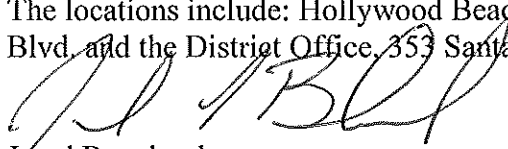
#### **H. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation matter pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: one case.

CIBCSD has received a claim for plumbing repair and replacement costs alleged to have been caused by District Operations.

#### **AGENDA POSTING CERTIFICATION**

This agenda was posted Friday, September 9, 2016 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

9/9/2016 7:59 AM

Register: 1000 - First CA Bank - Checking

From 08/01/2016 through 08/31/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/01/2016		QuickBooks Payroll ...	-split-	Created by Pay...	19,937.27			562,296.40
08/02/2016	DD	Carol J Dillon	-split-	Direct Deposit				562,296.40
08/02/2016	DD	E.D. Brock	-split-	Direct Deposit				562,296.40
08/02/2016	DD	Erika F Davis	-split-	Direct Deposit				562,296.40
08/02/2016	DD	Jared Bouchard	-split-	Direct Deposit				562,296.40
08/02/2016	DD	Jeff W Spieler	-split-	Direct Deposit				562,296.40
08/02/2016	DD	Joseph C. Mathein	-split-	Direct Deposit				562,296.40
08/02/2016	DD	Lupe C Lopez	-split-	Direct Deposit				562,296.40
08/02/2016	DD	Mark A Espinosa	-split-	Direct Deposit				562,296.40
08/09/2016	2723	A-Same Day Backflo...	2000 - Accounts Payable		105.00			562,191.40
08/09/2016	2724	A to Z Law, LLP	2000 - Accounts Payable		4,966.00			557,225.40
08/09/2016	2725	Account Recovery Se...	2000 - Accounts Payable		40.40			557,185.00
08/09/2016	2726	ACWA/JPIA Health ...	2000 - Accounts Payable		1,097.26			556,087.74
08/09/2016	2727	Arco	2000 - Accounts Payable		863.17			555,224.57
08/09/2016	2728	Cardmember Service	2000 - Accounts Payable		729.53			554,495.04
08/09/2016	2729	County of Ventura - ...	2000 - Accounts Payable		420.16			554,074.88
08/09/2016	2730	Dial Security	2000 - Accounts Payable		210.00			553,864.88
08/09/2016	2731	Do It Best Hardware	2000 - Accounts Payable		63.46			553,801.42
08/09/2016	2732	Document Systems, I...	2000 - Accounts Payable	Ricoh 4000	105.06			553,696.36
08/09/2016	2733	Elecsys Corporation	2000 - Accounts Payable		223.50			553,472.86
08/09/2016	2734	Ferguson Waterworks	2000 - Accounts Payable		109.65			553,363.21
08/09/2016	2735	FGL Environmental I...	2000 - Accounts Payable		770.00			552,593.21
08/09/2016	2736	Frontier	2000 - Accounts Payable		228.38			552,364.83
08/09/2016	2737	Frontier-Office	2000 - Accounts Payable		440.38			551,924.45
08/09/2016	2738	HDS White Cap Con...	2000 - Accounts Payable		110.69			551,813.76
08/09/2016	2739	KEH & Associates, I...	2000 - Accounts Payable		2,167.50			549,646.26
08/09/2016	2740	Mission Linen & Uni...	2000 - Accounts Payable		202.36			549,443.90
08/09/2016	2741	Mycol, Inc.	2000 - Accounts Payable	pirkle park	120.00			549,323.90
08/09/2016	2742	Nationwide Retirement	2000 - Accounts Payable	pr pd 7/16/16 t...	3,037.16			546,286.74
08/09/2016	2743	Pacific Couriers	2000 - Accounts Payable		179.74			546,107.00
08/09/2016	2744	Philip's Janitorial Ser...	2000 - Accounts Payable		231.25			545,875.75
08/09/2016	2745	Pitney Bowes Inc.	2000 - Accounts Payable		288.30			545,587.45
08/09/2016	2746	SCE- Office	2000 - Accounts Payable		306.51			545,280.94
08/09/2016	2747	So. California Edison...	2000 - Accounts Payable	VOID:				545,280.94
08/09/2016	2748	Soares, Sandall, Bern...	2000 - Accounts Payable		725.00			544,555.94
08/09/2016	2749	Time Warner Cable	2000 - Accounts Payable	cable	34.02			544,521.92
08/09/2016	2750	Underground Service...	2000 - Accounts Payable		13.50			544,508.42
08/09/2016	2751	Union Bank of Calif...	2000 - Accounts Payable	Union Bond Py...	19,685.21			524,823.21
08/09/2016	2753	SoCalGas	2000 - Accounts Payable		3.08			524,820.13
08/09/2016	2754	United States Postal ...	2000 - Accounts Payable		1,000.00			523,820.13

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/09/2016	2755	AWA	2000 - Accounts Payable	2016 Dues for ...	75.00			523,745.13
08/09/2016	2756	Base Auto Parts	2000 - Accounts Payable		18.58			523,726.55
08/10/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep City of Ox...			7,450.88	531,177.43
08/10/2016	DEP	DEPOSIT	3120 Sewer Revenues:...	pymt for FY 14...			1,141,368.72	1,672,546.15
08/10/2016	DEP	DEPOSIT	2050 - Customer Depo...	Dep 8/10			300.00	1,672,846.15
08/10/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/9			3,560.30	1,676,406.45
08/10/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/9			9,456.02	1,685,862.47
08/10/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/8			8,563.14	1,694,425.61
08/10/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/8			1,496.28	1,695,921.89
08/10/2016	DEP	DEPOSIT	2050 - Customer Depo...	Dep 8/4			150.00	1,696,071.89
08/10/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/2			7,133.77	1,703,205.66
08/10/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/8			180.00	1,703,385.66
08/10/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/4			9,752.65	1,713,138.31
08/10/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/4			7,962.68	1,721,100.99
08/12/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/11			8,032.38	1,729,133.37
08/12/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/11			782.82	1,729,916.19
08/12/2016	DEP	DEPOSIT	3110 - Water Revenues...	Dep 8/10			6,064.00	1,735,980.19
08/12/2016	DEP	DEPOSIT	3110 - Water Revenues...	Dep 8/10			6,064.00	1,742,044.19
08/12/2016	DEP	DEPOSIT	-split-	Deposit			15,130.00	1,757,174.19
08/12/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/11			17,478.32	1,774,652.51
08/12/2016	DEP	DEPOSIT	2050 - Customer Depo...	Dep 8/11			150.00	1,774,802.51
08/12/2016	2752	City of Oxnard	2000 - Accounts Payable		1,215,433.36			559,369.15
08/15/2016	EDEP	DEPOSIT	1200 - Accounts Recei...	e-checks			17,625.10	576,994.25
08/16/2016	2757	AT & T	2000 - Accounts Payable		643.13			576,351.12
08/16/2016	2758	CIBCS-D-Petty Cash	2000 - Accounts Payable		381.47			575,969.65
08/16/2016	2759	City of Port Hueneme	2000 - Accounts Payable	Sewer Rehab la...	25,387.86			550,581.79
08/16/2016	2760	DAVID MONTGO...	2000 - Accounts Payable	CUSTOMER ...	98.89			550,482.90
08/16/2016	2761	DAVID OR DENISE...	2000 - Accounts Payable	CUSTOMER ...	100.56			550,382.34
08/16/2016	2762	EJ Harrison & Sons, ...	2000 - Accounts Payable	PR PD 6/16/16...	39,914.87			510,467.47
08/16/2016	2763	Ferguson Waterworks	2000 - Accounts Payable		115.33			510,352.14
08/16/2016	2764	Frontier	2000 - Accounts Payable		230.90			510,121.24
08/16/2016	2765	JAMES MASON	2000 - Accounts Payable	CUSTOMER ...	73.55			510,047.69
08/16/2016	2766	Jim Estomo	2000 - Accounts Payable		1,123.98			508,923.71
08/16/2016	2767	MONICA WAKI	2000 - Accounts Payable	CUSTOMER ...	83.52			508,840.19
08/16/2016	2768	Nationwide Retirement	2000 - Accounts Payable	pr pd 7/29/16 t...	2,997.43			505,842.76
08/16/2016	2769	Office Depot	2000 - Accounts Payable		882.86			504,959.90
08/16/2016	2770	PHWA	2000 - Accounts Payable		71,733.58			433,226.32
08/16/2016	2771	Raftelis Financial Co...	2000 - Accounts Payable		1,680.00			431,546.32
08/16/2016	2772	SEAN CONNOR	2000 - Accounts Payable	CUSTOMER ...	40.50			431,505.82
08/16/2016	2773	Time Warner Cable	2000 - Accounts Payable	DSL	113.99			431,391.83

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/16/2016	2774	Ventura County Star	2000 - Accounts Payable	Public Hearing ...	174.76			431,217.07
08/16/2016	2775	WILLIAM BARKER	2000 - Accounts Payable	CUSTOMER ...	37.56			431,179.51
08/16/2016	2776	Frontier	2000 - Accounts Payable		190.31			430,989.20
08/16/2016	2777	So. California Edison...	2000 - Accounts Payable		1,027.81			429,961.39
08/16/2016		QuickBooks Payroll ...	-split-	Created by Pay...	19,250.26			410,711.13
08/16/2016		QuickBooks Payroll ...	-split-	Adjusted for vo...	1.50			410,709.63
08/16/2016		QuickBooks Payroll ...	-split-	Created by Pay...	188.11			410,521.52
08/17/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/16			25,107.58	435,629.10
08/17/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/12			1,100.02	436,729.12
08/17/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/12			20,535.52	457,264.64
08/17/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/16			6,776.39	464,041.03
08/17/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/15			8,083.31	472,124.34
08/17/2016	RETCK	Returned Item	3110 - Water Revenues...	Montgomery	6,064.00			466,060.34
08/17/2016		Jeff W Spieler	-split-	VOID: Direct ...				466,060.34
08/17/2016	To Print	Carol J Dillon	-split-	Direct Deposit				466,060.34
08/17/2016	To Print	E.D. Brock	-split-	Direct Deposit				466,060.34
08/17/2016	To Print	Jared Bouchar	-split-	Direct Deposit				466,060.34
08/17/2016	To Print	Jeff W Spieler	-split-	Direct Deposit				466,060.34
08/17/2016	To Print	Joseph C. Mathein	-split-	Direct Deposit				466,060.34
08/17/2016	To Print	Lupe C Lopez	-split-	Direct Deposit				466,060.34
08/17/2016	To Print	Mark A Espinosa	-split-	Direct Deposit				466,060.34
08/17/2016	To Print	Erika F Davis	-split-	Direct Deposit				466,060.34
08/17/2016	To Print	Jeff W Spieler	-split-	Direct Deposit				466,060.34
08/18/2016	2778	Affordable Telephon...	2000 - Accounts Payable	1/2 Deposit for ...	4,000.00			462,060.34
08/19/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/18			5,030.08	467,090.42
08/19/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/19			1,318.75	468,409.17
08/19/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/18			8,315.44	476,724.61
08/24/2016	2779	A to Z Law, LLP	2000 - Accounts Payable		1,251.00			475,473.61
08/24/2016	2780	Affordable Telephon...	2000 - Accounts Payable	balance due-ph...	4,605.75			470,867.86
08/24/2016	2781	Aflac	2000 - Accounts Payable		811.92			470,055.94
08/24/2016	2782	CalPers	2000 - Accounts Payable		9,211.18			460,844.76
08/24/2016	2783	City of Port Hueneme	2000 - Accounts Payable	Sewer Maint. S...	7,830.54			453,014.22
08/24/2016	2784	Famcon Pipe and Su...	2000 - Accounts Payable		566.53			452,447.69
08/24/2016	2785	Frontier	2000 - Accounts Payable		214.28			452,233.41
08/24/2016	2786	Hollister & Brace	2000 - Accounts Payable		1,295.00			450,938.41
08/24/2016	2787	SEIU, Local 721	2000 - Accounts Payable	August Dues	251.25			450,687.16
08/24/2016	2788	So. California Edison...	2000 - Accounts Payable		287.79			450,399.37
08/24/2016	2789	Western Alliance Bank	2000 - Accounts Payable	Int/Principal P...	289,668.58			160,730.79
08/24/2016	2790	Xpress Lube	2000 - Accounts Payable		192.10			160,538.69
08/25/2016	2791	Frontier	2000 - Accounts Payable		185.97			160,352.72

Channel Islands Beach 2013

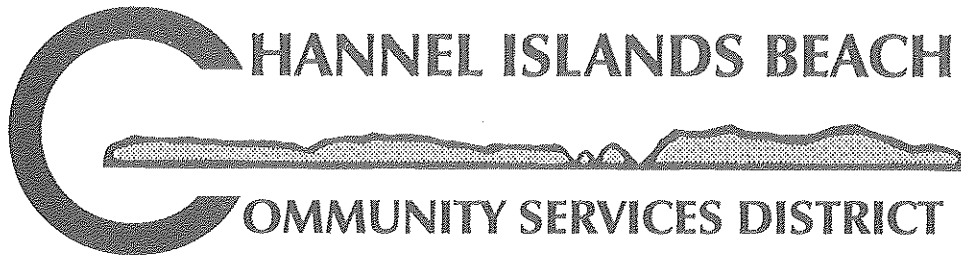
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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/30/2016		QuickBooks Payroll ...	-split-	Created by Pay...	23,218.07			137,134.65
08/31/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/22			629.56	137,764.21
08/31/2016	DEP	DEPOSIT	2050 - Customer Depo...	Dep 8/26			150.00	137,914.21
08/31/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/23			167.00	138,081.21
08/31/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/11			118.60	138,199.81
08/31/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/23			1,114.55	139,314.36
08/31/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/22			1,081.67	140,396.03
08/31/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/23			6,147.03	146,543.06
08/31/2016	DEP	DEPOSIT	2050 - Customer Depo...	Dep 8/25			150.00	146,693.06
08/31/2016	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/22			16,063.10	162,756.16
08/31/2016	To Print	Carol J Dillon	-split-	Direct Deposit				162,756.16
08/31/2016	To Print	E.D. Brock	-split-	Direct Deposit				162,756.16
08/31/2016	To Print	Erika F Davis	-split-	Direct Deposit				162,756.16
08/31/2016	To Print	Jared Bouchard	-split-	Direct Deposit				162,756.16
08/31/2016	To Print	Jeff W Spieler	-split-	Direct Deposit				162,756.16
08/31/2016	To Print	Joseph C. Mathein	-split-	Direct Deposit				162,756.16
08/31/2016	To Print	Lupe C Lopez	-split-	Direct Deposit				162,756.16
08/31/2016	To Print	Mark A Espinosa	-split-	Direct Deposit				162,756.16



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**Regular Board Meeting September 13, 2016**

**To: Board of Directors**

**From: Operations Manager**

**Subject: August 2016 Operations Report,  
Agenda Item C- 3**

**Water System Repairs, Installations and Maintenance Tasks:**

- a) District staff replaced 2 residential meters throughout the District.
- b) District staff replaced a broken 6" water main valve at Ocean Dr. and Moorpark.
- c) District staff installed a 1" Fire meter and service line at 4133 Ocean Dr.
- d) District staff opened 8 meter accounts and closed 19 meter accounts.
- e) SWRCB monthly reports were emailed August 10, 2016.
- f) Water Consumption August 2016:
  - o 47.84 Ac/Ft = 15,589,000 gallons Aug 2016
  - o 317.94 Ac/Ft Calendar Year-to-date 2016
- g) Meter reading, maintenance, rereads, disconnects, and additional customer service activities are listed on the attached monthly stat sheet.
- h) The District continues to be in a Stage II water supply shortage. This is in compliance with the State Drought Emergency regulation.

**Waste Water System Repairs, Installations and Maintenance Tasks:**

- a) District Staff filed a No Spill report Sept. 2, 2016.
- b) Routine Preventive Maintenance and Inspections were performed throughout the month as well as minor troubleshooting and repairs. No emergency calls or repairs were reported this month.

**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.
- b) District staff passed out sample bottles to 20 customers to participate in this year's Lead and Copper in-home sampling. The customer's sample bottles were picked up and sent in for analysis. The results will be sent to the District in 4-6 weeks, at that time the District will notify the customers of their results and submit a report to the SWRCB for compliance.



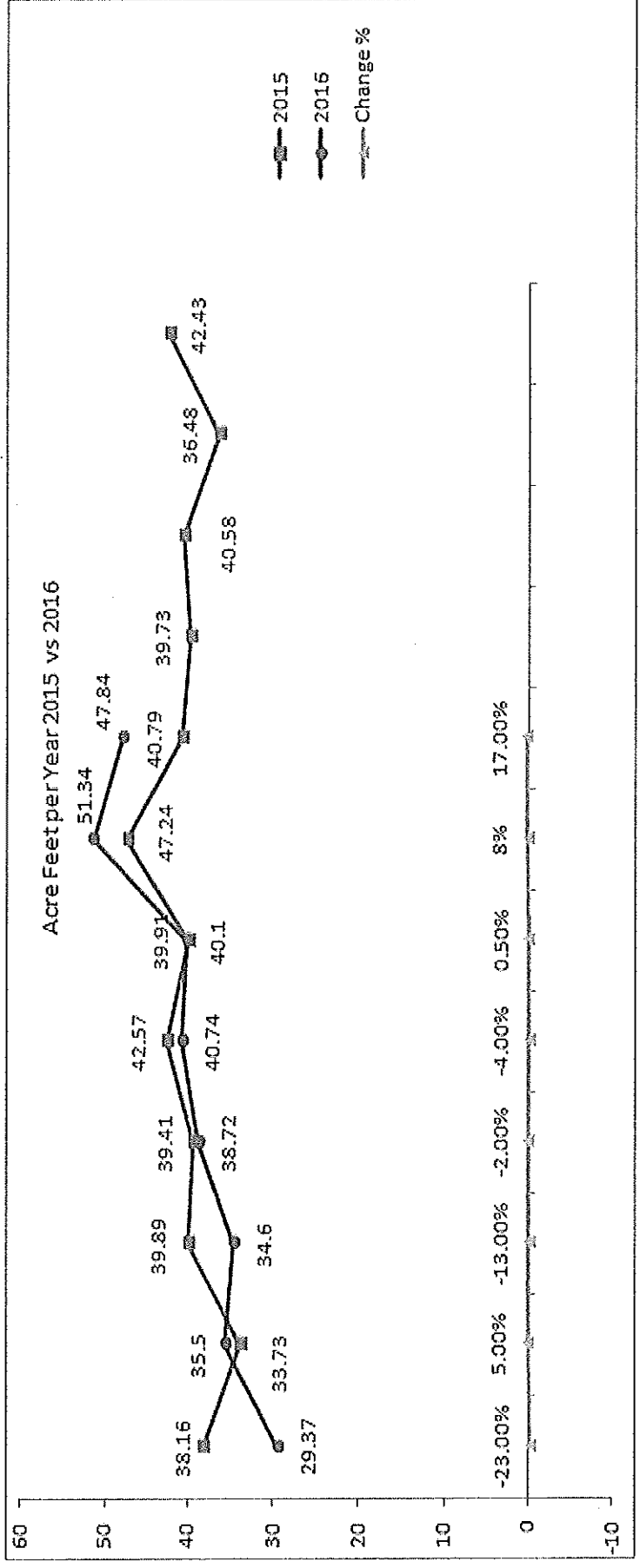
**Operations & Maintenance Monthly Statistics Totals  
August 2016**

<b>WATER: MAINTENANCE &amp; REPAIRS</b>	<b>Quantity</b>
Emergency Turn Offs	1
Fire Hydrant Service / Flushing	2
Main or Service Line Repairs/Installation	2
Meter Installation (new or construction)	2
Fire Meter / Manifold Installations	1
Meters Replaced	2
Meter Trims/Box/ Covers	7
Meter Relocate (service lines)	1
USA Markings	12
Sampling / Residuals	17
Valve Maintenance/ Exercising Program	11
<b>WATER: CUSTOMER SERVICE</b>	
Door Hangers	58
Re-Reads	57
Meter Reads	1863
Pressure Checks/WaterQuality	0
Disconnect Non-Payment	0
Meter Reconnects/Open	8
Closed Accounts/Final reads	19
Check Meter for Leaks/Repair	5
<b>WASTEWATER: MAINTENANCE AND REPAIRS</b>	
Inspections/Cleaning	0
Preventive Maintenance	14
Repairs/Improvements	0
<b>RUBBISH RELATED TASKS</b>	
Barrel Removals	5
Trash P/U/ Miscellaneous	2
Deliver Trash/Recycle Barrels	2
<b>COMMUNITY SERVICE</b>	
Hand Deliveries	7
Public Notice Postings	10
Miscellaneous	2

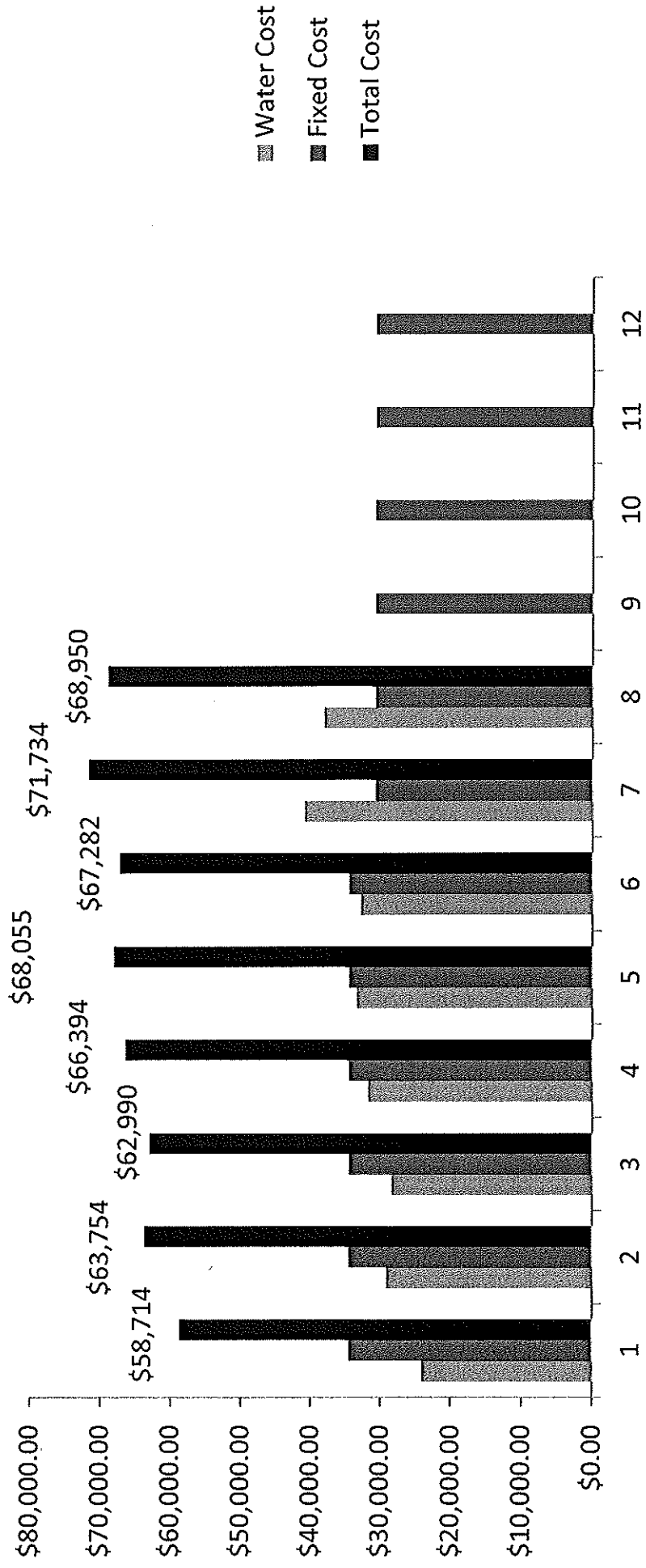
	2015	2016	% difference
Jan	38.16	29.37	-23.00%
Feb	33.73	35.5	5.00%
Mar	39.89	34.6	-13.00%
April	39.41	38.72	-2.00%
May	42.57	40.74	-4.00%
Jun	39.91	40.1	-1.00%
July	47.24	51.34	8%
Aug	40.79	47.84	17.00%
Sept	39.73		
Oct	40.58		
Nov	36.48		
Dec	42.43		
<b>Total</b>	<b>480.92</b>	<b>318.21</b>	

	2013	2016	% difference
Jan	41.17	29.37	-29%
Feb	37.45	35.5	-5%
Mar	43.70	34.6	-21%
April	41.59	38.72	-7%
May	46.07	40.74	-11%
Jun	51.28	40.1	-23%
July	53.40	51.34	-4%
Aug	51.35	47.84	-7%
Sept	50.07		
Oct	45.31		
Nov	40.21		
Dec	41.39		
<b>total</b>	<b>542.97</b>	<b>318.21</b>	

2015		2016		Difference
Gal/day/person		Gal/day/person		G/D/P
Jan	44.7	Jan	34.4	-10.3
Feb	39.5	Feb	41.6	2.1
Mar	46.7	Mar	40.5	-6.2
April	46.1	April	45.3	-0.8
May	49.8	May	47.7	-2.1
Jun	46.7	Jun	46.6	-0.1
July	55.3	July	60.1	4.8
Aug	47.8	Aug	56.0	8.2
Sept	46.5	Sept		
Oct	47.5	Oct		
Nov	42.7	Nov		
Dec	49.7	Dec		

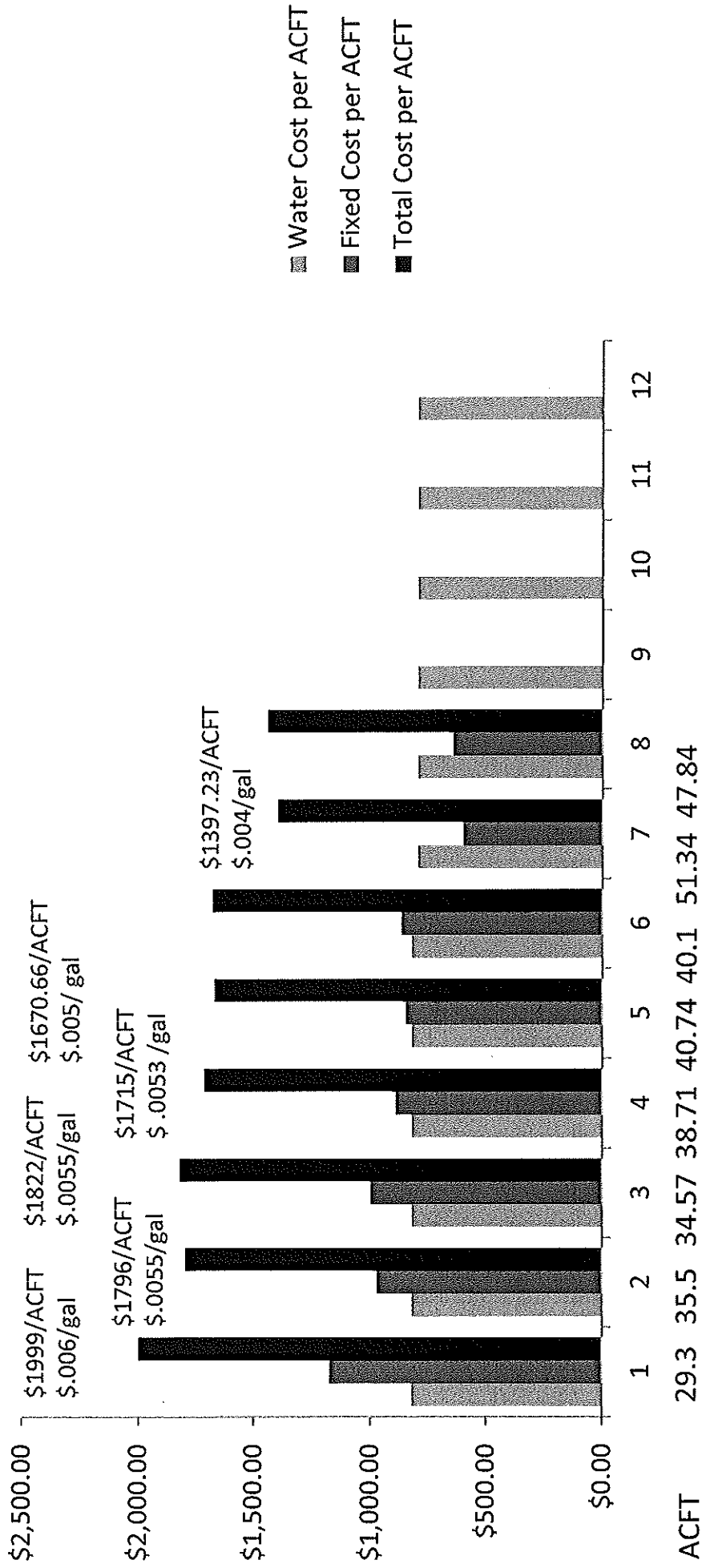


### Total Monthly Water Costs 2016



ACFT

### Monthly Water Costs per ACFT 2016



MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, August 9, 2016

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

President Marcus called the meeting to order at 7:00 PM and led everyone in attendance in the Pledge of Allegiance. In attendance, Vice President Koesterer, Director Estomo, Director Moore, General Counsel, John Mathews, General Manager, Jared Bouchard, Office Manager, CJ Dillon.

**B. PUBLIC COMMENTS:**

Resident, Bob Nast, asked for a response to his baseline water testing inquiry. General Manager Bouchard replied he was waiting for an answer from United and should have it by the next Regular Meeting. President Marcus asked that it be added to the agenda at that meeting.

**7:10 PM Director Spiegel joined the meeting.**

**C. CONSENT CALENDAR:**

Director Moore moved to approve the Consent Calendar with the following change - Item D-3 will be moved to last on the Agenda. Vice President Koesterer seconded the motion and the motion passed unanimously.

Marcus, Koesterer, Moore, Spiegel, and Estomo     5 - Yes     0 - No

**D. ACTION CALENDAR**

**1. Consider Channel Islands Beach Community Services District Combined Water & Sewer Financial Plan and Rate Study prepared by Raftelis Financial Consultants Inc.**

Steve Gagnon, from Raftelis gave an overview of the District's proposed study for water and sewer rates that has been presented at two previous public meetings. Mr. Gagnon explained the proposed rate study to the Board and Public.

Director Spiegel moved to receive the presentation from Raftelis and adopt the report as the District's approved Financial Plan and Rate Study. Director Moore seconded the motion and motion passed unanimously.

Marcus, Koesterer, Moore, Spiegel, and Estomo     5 - Yes     0 - No

**2. Consider transfers of Board Restricted Reserves to align with recommended reserve levels in the adopted District Water and Sewer Financial Plan and Rate Study.**

The General Manager explained that the District's restricted reserves in water and sewer need to align with the newly adopted rate study recommendations. Mr. Bouchard reviewed the amounts and the needed transfers.

After a short discussion, Vice President Koesterer moved to authorize transfer from Board Restricted Water Repair and Maintenance Reserve in the amounts of \$210,000 to the Water Operating Reserve, \$85,000 to the Water Rate Stabilization Reserve and \$370,000 to a newly

established Water Debt Service Reserve. Director Estomo seconded the motion and the motion passed unanimously.

Marcus, Koesterer, Moore, Spiegel, and Estomo      5 - Yes      0 - No

**3. Consider contract with Valve Tek Utility Services Inc. for no discharge water main flushing program in the amount of \$3,200/day plus as needed filter changes at \$156 each.**

Mr. Bouchard explained to the Board that this is a process that filters the water in the District's system by recycling the water back into the system via special filters. This process removes any sediment that may be building in the water pipes due to the increase in iron and manganese in the current well water the District is receiving.

After a lengthy discussion, Director Moore moved to authorize the General Manager to execute a contract with Valve Tek Utility Services. Vice President Koesterer seconded the motion and the motion passed unanimously.

Marcus, Koesterer, Moore, Spiegel, and Estomo      5 - Yes      0 - No

**E. PUBLIC HEARINGS: TIME CERTAIN HEARINGS**

**7:00 PM**

1. (1) Public Hearing on Water rates pursuant to Proposition 218 (California Constitution, article XIII D. **Ordinance 85: RATES, FEES AND REGULATIONS RELATED TO THE PROVISION OF WATER AND WASTEWATER SERVICES AND ADOPTION BY REFERENCE OF PORTIONS OF ARTICLE VII- PUBLIC UTILITIES, CHAPTER 2 - SEWER SERVICE OF THE CITY OF PORT HUENEME MUNICIPAL CODE** The Board will conduct a public Hearing and consider rate increases to Water and Wastewater Service Charges to be held at 7:00 PM

General Manager Bouchard announced to the Board that the District received 14 Proposition 218 protest letters. These letters do not constitute a majority of residents.

Steve Kinney addressed the Board on behalf of the Harbor lessees. He thanked Mr. Bouchard for his efforts and meeting with Harbor representatives to explain in detail the proposed rates. Mr. Kinney complimented Mr. Bouchard for his professional demeanor and very competent descriptions of the rate study. Mr. Kinney told the Board he felt the rate study was sound in its conclusions. The Board thanked Mr. Kinney for his kind words and appreciated all of his work with the Harbor lessees.

After a short discussion, Vice President Koesterer moved to adopt Ordinance 85 and performed the second reading in title only. **RATES, FEES, AND REGULATIONS RELATED TO THE PROVISION OF WATER AND WASTEWATER SERVICES AND ADOPTION BY REFERENCE OF PORTIONS OF ARTICLE VII-PUBLIC UTILITIES, CHAPTER 2- SEWER SERVICE OF THE CITY OF PORT HUENEME MUNICIPAL CODE**

**Director Spiegel seconded the motion and the motion passed unanimously.**

Marcus, Koesterer, Moore, Spiegel, and Estomo      5 - Yes      0 - No

(2) **Adopt Resolution 01-16 - RESOLUTION TO APPROVE AND ADOPT ORDINANCE AMENDING RATES, FEES AND REGULATIONS RELATED TO THE PROVISION OF WATER AND WASTEWATER SERVICES AND ADOPTION BY REFERENCE OF PORTIONS OF ARTICLE VII-PUBLIC UTILITIES, CHAPTER 2-SEWER SERVICE OF THE CITY OF PORT HUENEME**

Director Moore moved to adopt Resolution 01-16 - **RESOLUTION TO APPROVE AND ADOPT ORDINANCE AMENDING RATES, FEES AND REGULATIONS RELATED TO THE PROVISION OF WATER AND WASTEWATER SERVICES AND ADOPTION BY REFERENCE OF PORTIONS OF ARTICLE VII-PUBLIC UTILITIES, CHAPTER 2-SEWER SERVICE OF THE CITY OF PORT HUENEME.**

Director Estomo seconded the motion and the motion passed unanimously.

Marcus, Koesterer, Moore, Spiegel, and Estomo      5 - Yes      0 - No

**7:10 PM**

**2. Public Hearing of Solid Waste Service Rates pursuant to Proposition 218 (California Constitution, article XIID). Ordinance 86: AN ORDINANCE OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT ESTABLISHING RATES, FEES AND REGULATIONS RELATING TO SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL AND THE ABATEMENT OF NUISANCES**

General Manager Bouchard explained the 2.5% increase in trash charges to the Board and residents.

Director Moore move to adopt Ordinance 86 and performed the second reading in title only. **Ordinance 86: AN ORDINANCE OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT ESTABLISHING RATES, FEES AND REGULATIONS RELATING TO SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL AND THE ABATEMENT OF NUISANCES**

Director Spiegel seconded the motion and the motion passed unanimously.

Marcus, Koesterer, Moore, Spiegel, and Estomo      5 - Yes      0 - No

**7:15 PM**

**3. Public Hearing and Adoption of District Fiscal Year 2016/2017 Budget**

Mr. Bouchard explained a few minor changes in the revenue and expenses of the proposed budget. There was a short question and answer session with the Board. Mr. Bouchard and residents present.

Director Spiegel moved to close the Public Hearing and Adopt District Fiscal Year 2016/17 Budget. Director Moore seconded the motion and the motion passed unanimously.

Marcus, Koesterer, Moore, Spiegel, and Estomo      5 - Yes      0 - No

**F. INFORMATION CALENDAR**

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

Director Estomo attended the VCSDA meeting in Camarillo. The speaker was from Ventura County Transportation Commission and he discussed the sales tax proposition going on the November Ballot.

Director Moore attended the Operators Meeting at the AWA and the topic was Chloramines use and decay rate in drinking water.

President Marcus attended the Board of Supervisors meeting regarding Air B & B's in the County areas.

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

The General Manager announced that the refinancing of the Sewer Bonds is moving ahead and the Board would be receiving an e-mail to choose a time for the Special Meeting on September 6, 2016.

Mr. Bouchard said he would like to meet with the Facilities Committee to discuss the water feasibility study. He will contact them by e-mail.

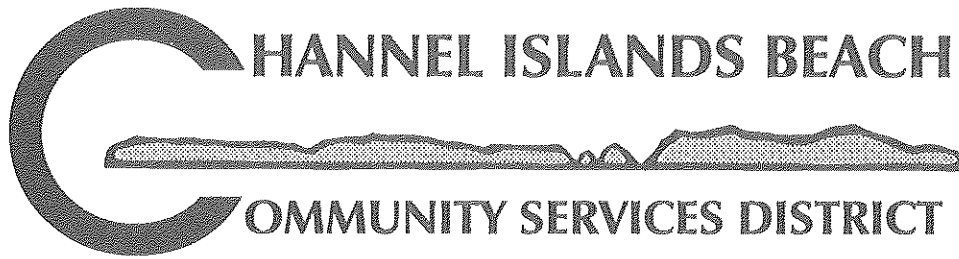
**H. CLOSED SESSIONS –NONE**

The Board Meeting adjourned at 9:20 PM.

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Marcia Marcus, Board President





Board of Directors

MARCIA MARCUS, President  
SUSIE KOESTERER, Vice President  
KEITH MOORE, Director  
R.V. "Jim" ESTOMO, Director  
ELLEN SPIEGEL, Director

JARED BOUCHARD  
General Manager

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## September 13, 2016 Regular Board Meeting

**To:** Board of Directors

**From:** General Manager

**Subject:** Board review of response from United Water Conservation District regarding the appropriateness of baseline water testing and the relative risk associated with hydraulic fracking within the Oxnard Plain.

### Agenda Item D-1

At the Boards August 9, 2016 meeting the Board directed the General Manager to include an item on this agenda to consider and discuss the request from Mr. Nast that, the CIBCSD Board make a formal request to United Water Conservation District that they conduct baseline water well testing on drinking water wells within the Oxnard plain that are under their control.

At the time the General Manager received the direction to agendize the matter, the General Manager said he would reach out to United for a response on the matter. Below is the text of the email response to the General Managers request to United Water Conservation District (UWCD).

In short UWCD Supervising Hydrogeologist has considered the fracking activity, locations, gradients of water movement within the basin, current and historical water sample data and finds that the risk is very low and therefore they do not believe at this time baseline is necessary.

*Jared,*

*Good talking with you last week. On Tuesday I called the DOGGR branch office in Ventura and had an informative conversation with Associate Oil and Gas Engineer David Ortiz. He explained fracking techniques, which basically employ bursts of high pressure to create small fractures in reservoir rock surrounding the perforated portions of an oil or gas well. Sand or other proppants, suspended by a gel of long-chain polymers, are forced into the fractures by the pressure bursts. Chemical treatments then break down the polymers, and these compounds are pumped to the surface for containment and disposal. The fracturing and propping of cracks in the formation near the well allows enhanced oil recovery as flow towards the well is improved. These methods are most commonly employed in new wells in hard reservoir rock such as sandstone. The migration of fracking chemicals away from the well is unlikely, as fluid flow is towards (not away) from the well when it is put into production. Fracking pressures are always well below the rated bursting pressure for the well casing.*

*unlikely, as fluid flow is towards (not away) from the well when it is put into production. Fracking pressures are always well below the rated bursting pressure for the well casing.*

*The engineer also said fracking is rarely used on the Oxnard Plain, as the reservoir rock at the common target depths on the Oxnard Plain (~ 5,000 – 8,000 feet) is not a sandstone that responds well to these methods. I've spent some time looking at the oil well files for southern Ventura County (GIS files downloaded from the DOGGR website) and records show that on the Oxnard Plain and in the Oxnard Forebay only six oil wells (of 614 historic wells) are noted to have used hydraulic fracturing. These wells all lie south of Highway 101 and east of the City of Oxnard, where the groundwater flow direction in the Lower Aquifer System is consistently towards the pumping depression that commonly straddles the Oxnard Plain/Pleasant Valley basin. If fracking fluids were able to migrate up to the base of the fresh water aquifers of the Oxnard Plain, which we think is unlikely, they would migrate away from the public supply wells operated by United, the cities of Oxnard and Port Hueneme, and CIBCSD. Fracking is much more common at other Ventura County locations, such as the oil fields north of Fillmore and in Upper Ojai.*

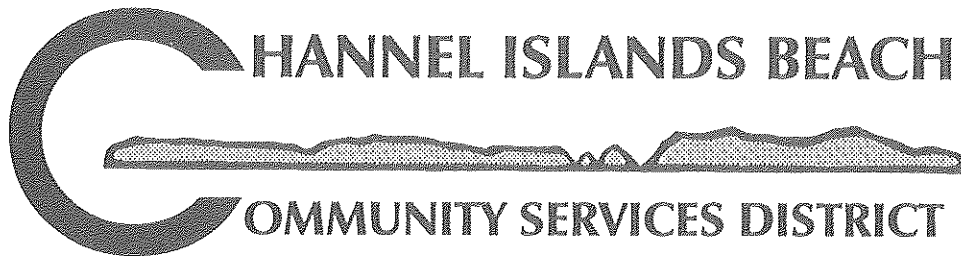
*Some historic occurrences of water well contamination have been attributed to poor fluid handling practices at the surface, and not the migration of contaminants from depth. We are unaware of such an occurrence in Ventura County, at least recently. Surface disposal of oilfield brines did however result in chloride contamination in the Piru basin prior to the passage of the Clean Water Act.*

*Boron concentrations in United's El Rio wells are similar to others throughout the lower Santa Clara River Valley. The observed concentrations are not indicative of impacts from fracking activities. DOGGR records do not document any oil well fracking activity in the Oxnard Forebay. We have also reviewed Total Organic Carbon (TOC) concentrations in the Department of Drinking Water's water quality database. Elevated TOC concentrations in deep wells might be used as an indicator of hydrocarbons migrating from deeper units into fresh water aquifers. Available TOC records from Ventura County wells, including wells in our El Rio well field, and do not show elevated TOC levels that might suggest the migration of fluids from deeper environments enriched with hydrocarbons.*

*I hope these comments are helpful Jared. We are aware there have been events in the United States where fracking has contaminated drinking water wells. Our opinion is that fracking activities appear to be adequately regulated in Ventura County, and the fresh groundwater supply of the Oxnard Plain is an area of low risk for potential contamination from fracking.*

*Sincerely,*

*Dan Detmer, PG, CHG  
Supervising Hydrogeologist  
United Water Conservation District*



Board of Directors

MARCIA MARCUS, *President*  
SUSIE KOESTERER, *Vice President*  
KEITH MOORE, *Director*  
R.V. "Jim" ESTOMO, *Director*  
ELLEN SPIEGEL, *Director*

JARED BOUCHARD  
General Manager

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## September 13, 2016 Regular Board Meeting

**To:** Board of Directors

**From:** Marcia Marcus, Board President

**Subject:** Consider 3 year contract (total of 5 years with a 2 year option after first 3 year term) with Websoft Developers Inc. for the development, maintenance, maintenance management systems and support of GIS District infrastructure mapping.

### Agenda Item D-2

Over the past 7 months District staff has been meeting with and interviewing GIS Data Base developers in order to find the right solution for the Districts unique needs.

Websoft Developers Inc. presented unique solutions that allow the District and its limited staff to work with them in order to develop a fully functional GIS data base of all District infrastructure, a maintenance management system and user friendly software that will allow district field staff the ability to update records and build reports as necessary.

GIS data bases are imperative in an increasingly technological driven industry. Having all the Districts infrastructure in a digital format along with the ability to share, modify and keep those records up to date is becoming a requirement of regulatory bodies and allows for efficient work flow resulting in overall staff time and cost savings.

The amounts of the contract have been fully anticipated in the Districts fiscal year 2016/2017 budget and were included in the Districts financial plan.

**Recommendation:** Authorize the General Manager to execute the agreement with Websoft.  
Initial start up cost \$10,000 - Annual Maintenance fees of \$12,000 per year.



Contractor or supplier (Contractor), agrees with CIBCSD that:

- a) To the fullest extent permitted by law, Contractor will immediately defend, indemnify and hold harmless CIBCSD, its directors, officers, employees, or authorized volunteers from all claims and demands of all persons arising out of the performance of the work or the furnishing of materials; including but not limited to, claims by the Contractor or Contractor's employees for damages to persons or property except for the sole negligence or willful misconduct of CIBCSD, its directors, officers, employees, or authorized volunteers. Contractor shall immediately defend upon the CIBCSD's tender, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against CIBCSD, its officials, officers, agents, employees and representatives, notwithstanding whether Contractor's liability is or can be established Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any received by CIBCSD, or its directors, officers, employees, or authorized volunteers.
- b) By his/her signature hereunder, Contractor certifies that he/she is aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the performance of the work of this agreement. Contractor and subcontractors will keep workers' compensation insurance for their employees in effect during all work covered by this agreement.

### ***INSURANCE PROVISIONS***

- c) **Commercial General Liability and Automobile Liability Insurance** - The Contractor shall provide and maintain the following commercial general liability and automobile liability insurance:

**Coverage** - Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)

**Limits** - The Contractor shall maintain limits no less than the following:

1. General Liability – Two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit or products-completed operations aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (via ISO endorsement at least as broad as the ISO CG 2503, or ISO CG 2504, provided to CIBCSD) or the general aggregate limit and products-completed operations aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability - One million dollars (\$1,000,000) for bodily injury and property damage each accident limit and shall cover all owned, non-owned, and hired automobiles.

**Required Provisions** - The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. CIBCSD, its directors, officers, employees, and authorized volunteers are to be given insured status (via ISO endorsement at least as broad as CG 2010 1185 or both CG 20 10 and CG 20 37 04 13 forms (if later revisions used) as respects: liability arising out of

activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; and automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to CIBCSD, its directors, officers, employees, or authorized volunteers.

2. For any claims related to this project, the Contractor's insurance shall be primary insurance as respects CIBCSD, its directors, officers, employees, or authorized volunteers using the ISO CG 20 01 04 13 or coverage at least as broad. Any insurance, self-insurance, or other coverage maintained by CIBCSD, its directors, officers, employees, or authorized volunteers shall not contribute to it.

3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to CIBCSD, its directors, officers, employees, or authorized volunteers.

4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the CIBCSD.

Such liability insurance shall indemnify the Contractor and his/her sub-contractors against loss from liability imposed by law upon, or assumed under contract by, the Contractor or his/her sub-contractors for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.

All of the insurance shall be provided on policy forms and through companies satisfactory to CIBCSD.

**Deductibles and Self-Insured Retentions** - Any deductible or self-insured retention must be declared to and approved by CIBCSD. At the option of CIBCSD, the insurer shall either reduce or eliminate such deductibles or self-insured retentions. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named or additional insureds, co-insurers, and/or insureds other than the First Named Insured.

**Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A-:VII or equivalent or as otherwise approved by CIBCSD.

**Evidences of Insurance** - Prior to execution of the agreement, the Contractor shall file with CIBCSD a certificate of insurance (Acord Form 25 or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include Required Provisions 1-5. In the event that the Contractor employs other contractors (sub-contractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above. Failure to continually satisfy the Insurance requirements is a material breach of contract.

- d) If any of the required coverages expire during the term of this agreement, the Contractor shall deliver the renewal certificate(s) including the general liability additional insured endorsement to CIBCSD at least ten (10) days prior to the expiration date. The Contractor shall, upon demand of CIBCSD, deliver to CIBCSD such policy or policies of insurance and the receipts for payment of premiums thereon.

- e) Contractor shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representatives."
- f) Payment, unless otherwise specified on Page 1, is to be \_\_\_\_\_ days after acceptance CIBCSD.
- g) Permits required by governmental authorities will be obtained at Contractor's expense, and Contractor will comply with applicable local, state and federal regulations and statutes including but not limited to Cal/OSHA requirements.
- h) Any change in the scope of the work to be done, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the work will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by CIBCSD. Contractor's "authorized representative(s)" has (have) the authority to execute such written change for Contractor.

Websoft Developers, Inc.  
 2020 Research Park Drive, Suite 140  
 Davis, CA 95618  
 530.759.8754  
 sales@websoftdev.com

Date September 2, 2016  
 Expires October 2, 2016

Prepared For: Jared Bouchard, General Manager, [jbouchard@channelislandsbeachcsd.com](mailto:jbouchard@channelislandsbeachcsd.com), (805) 985-6021  
 Channel Island Beach Community Services District  
 353 Santa Monica Drive  
 Channel Islands Beach, CA 93035

### Mobile MMS

The quotation below includes services for the implementation of the MobileMMS product for use with activities associated with the Channel Island Beach Community Services District.

Type	Item Description	Hours	Total
Licensing	<b>MobileMMS Initial Licensing</b> Includes hosted software license for MobileMMS software with unlimited access for all district-related activities.		\$12,000
Field GIS Correction	In this task, Websoft will create a system for field crews to update GIS data. The CAD data will not be updated as part of this process 1. Import CAD data into MobileMMS system 2. Link map to Ventura County aerial imagery 3. Create points with attribution for manholes, sample locations, valves, clean outs, hydrants, catch basins, meter boxes, and backflow preventers. 4. Create forms that represent these points with associated attribution 5. Link field GPS unit (Trimble R1 GNSS) to Samsung Galaxy Tab S2 9.7". 6. Create workflow for field and office staff to update the location and attribution of these points 7. Create workflow and scripts to update the GIS based on the addition and movement of GIS data.		\$10,000
Remote Implementation	<b>Maintenance, Operations</b> 1. Form configuration for maintenance and operations activities including but not limited to customer service requests, preventative maintenance tasks, and inspections on all district assets. 2. Workflow configuration including escalation, notification, and response. 3. Map integration using GIS modified data developed above. 4. Import existing electronic data sources into form and workflow structure developed above. Link to map where possible. 5. Custom report configuration (5 reports) including inspections. 6. Standard report configuration using grid interface 7. Training for field crews and administrative staff		
<b>Total Due</b>			<b>\$22,000</b>



**Additional Information**

To be determined based on refinement of summary scope above.

**Pricing Summary**

Type	First Year	Second Year	Third Year
Licensing	\$12,000	\$12,600	\$13,230
Professional Services	\$10,000	-----	-----
<b>Total</b>	<b>\$22,000</b>	<b>\$12,600</b>	<b>\$13,230</b>

The proposed pricing is based on our understanding of the needs of Channel Islands Beach Community Services District. Recurring monthly fees will be billed annually with 1 initial payment. Annual renewal will be billed automatically unless customer cancels services prior to renewal date. Renewal rates will include an annual increase equal to 5%. This increase will be waived with a 3 year or longer contract. Websoft will complete the tasks above within 60 days of notice to proceed with a not-to-exceed budget listed above. Websoft invoices on a monthly basis based on the work completed during the prior month. These prices are valid for 30 days. Additional requested professional services will be billed at the hourly rate included in the appendix with a project estimate provided in advance of work initiation.

Thank you for this opportunity to provide this quotation. Please contact me at 916.501.1590 should you have any questions.

Sincerely,

Sean Dingman  
 Websoft Developers, Inc.  
 SJD:sjd

**Acceptance**

If this quotation is acceptable, please sign and date below and return an electronic copy.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Appendix: Standard and Contract Hourly Rates

Position	Standard Billing Rate (\$/Hour)
Principal	235
Senior Application Developer	185
Senior Engineer	165
Senior Programmer/Designer	165
Application Developer	155
System Administrator	135
Technician	115
Assistant Engineer	115
Assistant System Administrator	85
Assistant Programmer	85
Assistant Technician	75
Junior Technician	60
Administrative	50

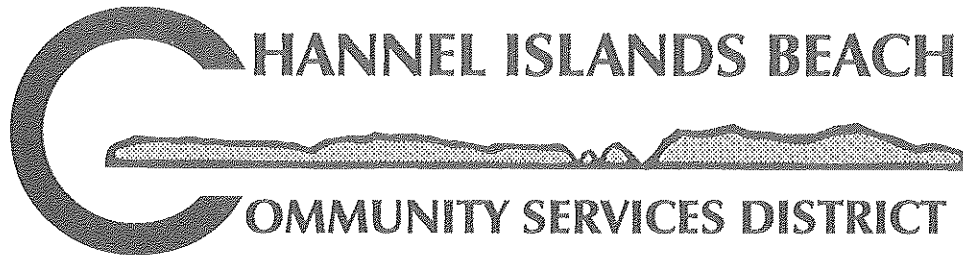
Outside services such as vendor reproductions, prints, shipping, and major WSD reproduction efforts, as well as engineering supplies, travel, etc. will be billed at actual cost plus 15%.

Mileage will be billed at the current Federal rate.

Sub consultants will be billed at actual cost plus 10%.

A Finance Charge of 1.5% per month (an Annual rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

Billing rates apply to all computers and equipment, whether owned or rented, and to all employment categories including regular full-time, part-time, temporary, and contract personnel as defined in WSD's Employee Handbook



Board of Directors

MARCIA MARCUS, President  
SUSIE KOESTERER, Vice President  
KEITH MOORE, Director  
R.V. "Jim" ESTOMO, Director  
ELLEN SPIEGEL, Director

JARED BOUCHARD  
General Manager

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### **September 13, 2016 Regular Board Meeting**

**To:** Board of Directors

**From:** General Manager

**Subject:** Consider authorizing contract for FY 2017-2018 Water and Sewer Financial Plan Update and As-Needed Services for FY 2016/2017 with Raftelis Financial Consultants Inc.

#### **Agenda Item D-3**

Attached for Board review is a detailed scope of work and services that Raftelis will provide under the agreement.

As with any consulting agreement - only services provided will be billed for, in this case the consultant has provided a not exceed amount of \$19,524 if all work was to be performed.

Included is an estimated 33 hours to work with District Staff and the District Engineer in considering the financial impacts of the various water projects the Board may consider as part of its Water Strategic Plan development.

**Recommendation:** Authorize the General Manager to execute the contract



445 S Figueroa Street  
Suite 2270  
Los Angeles, CA 90071

Phone 213 262 9300  
Fax 213 262 9303

www.raftelis.com

August 23, 2016

Mr. Jared Bouchard  
General Manager  
Channel Islands Beach Community Services District  
353 Santa Monica Drive  
Channel Islands Beach, CA 93035

**Subject:** Proposal for FY 2017-2018 Water and Sewer Financial Plan Update and As-Needed Services for FY 2016/2017

Dear Mr. Bouchard:

Raftelis Financial Consultants, Inc. (RFC) is pleased to submit this proposal to assist the Channel Islands Beach Community Services District (District) in updating its Financial Plan for the water and sewer enterprises. We look forward to building upon the success of the initial study and continuing our relationship with the District.

For the scope of this project, we will retain the same project team that your staff and Board have become familiar with. I will serve as the Project Director. Steve Gagnon will serve as the project manager provided QA/QC and reviewing the work of Akbar Alikhan who will remain as the lead consultant.

### *Scope of Services*

---

#### **TASK 1 – WATER AND SEWER FINANCIAL PLAN UPDATES**

As part of this task, RFC will update the Water and Sewer Financial Model with new financial information, including: updated capital improvement plan (CIP), FY 2017-18 and FY 2018-19 approved budget, water and sewer fund ending balances, to evaluate the current financial plan and to determine if the planned revenue adjustments for July 2017 are sufficient to meet the District's needs.

As part of this financial plan update, we assumed no changes to the rate structure. The proposed rates will be a simple across-the-board percentage increase to the recently adopted (August 2016) rate structure based on the necessary revenue adjustment.

**Meetings/Workshops:** Up to two (2) webinars as necessary to confirm financial plan inputs and assumptions

**Deliverables:** Financial plan update for the water and sewer utilities

## Scope of Services for FY 2018 Water and Sewer Financial Plan Update

### *Channel Islands Beach Community Services District*

#### TASK 2 – STAFF FINANCIAL PLAN WORKSHOPS

After updating the Rate Models, RFC will hold two webinars with District staff to discuss the study results. The presentations for the webinars will be provided in advance of the meetings. During the workshop, RFC will discuss reserve policies and the identified financial plan scenarios and discuss the benefits and challenges associated with each financial plan scenario. The ultimate goal of this task is to ascertain whether the District's planned revenue adjustments in July 2017 are sufficient to meet its needs.

**Meetings/Workshops:** Up to two (2) District Staff webinars

**Deliverables:** Presentation materials

#### TASK 3 – DISTRICT BOARD WORKSHOP

RFC will meet with the District Board and conduct an on-site rate workshop to present and discuss the study results. The presentations for the District Board workshop will be provided in advance of the meeting for staff review and inclusion in the District Board packet.

If the planned revenue adjustments are sufficient to meet the District's needs, a Proposition 218 proceeding and notice will not be required. This task does not include a public hearing at this time.

**Meetings/Workshops:** One (1) District Board Workshop

**Deliverables:** Presentation materials

#### TASK 4 – ADDITIONAL FINANCIAL SERVICES AS-NEEDED

RFC will provide ongoing financial consulting services. This includes, but is not limited to:

- Additional meetings with Harbor tenants
- Interfacing with District engineer to determine level of capital investment that can be undertaken by District and its impact on rates
- Providing data/support to District's accountant

**Meetings/Workshops:** As-needed

**Deliverables:** None

Scope of Services for FY 2018 Water and Sewer Financial Plan Update  
 Channel Islands Beach Community Services District

*Fees and Hours*

RFC proposes to complete the scope of work outlined above on a time-and-materials basis with a not-to-exceed cost of \$19,524. The following work plan provides a breakdown of the estimated level of effort required for completing each task described and the hourly billing rates for the personnel scheduled to complete the project.

Channel Island Beach Community Services District  
 Water & Sewer Financial Plan Update

Task	Task Descriptions	No of Webinars	No of Meetings	Hours Requirements					Total Fees & Expenses
				EVP	SC	FC	Admin	Total	
HOURLY RATES				\$300	\$190	\$170	\$70		Total
1	Water and Sewer Financial Plan Updates	2		2	12	26	1	41	\$7,780
2	Staff Workshops	2			6	10		16	\$3,000
3	District Board Workshop		1		2	10		12	\$2,444
4	Additional Services as-needed			2	10	20	1	33	\$6,300
<b>TOTAL ESTIMATED MEETINGS/HOURS</b>		<b>4</b>	<b>1</b>	<b>4</b>	<b>30</b>	<b>66</b>	<b>2</b>	<b>102</b>	
<b>PROFESSIONAL FEES</b>				<b>\$1,200</b>	<b>\$5,700</b>	<b>\$11,220</b>	<b>\$1,400</b>	<b>\$18,260</b>	
EVP - Executive Vice President - Sudhir Pardiwala as Project Director								<b>Total Fees</b>	<b>\$18,260</b>
SC - Senior Consultant - Steve Gagnon as Project Manager								<b>Total Expenses</b>	<b>\$1,264</b>
FC - Akbar Alikhan as Lead Consultant									
Admin - Administration									
<b>TOTAL FEES &amp; EXPENSES</b>								<b>\$19,524</b>	

We appreciate the opportunity to submit this proposal and look forward to assisting the District on this project. If you have any questions or need additional information, please contact me at (213) 213-9305.

This letter proposal may be used to form an agreement by signing and sending a copy for our records.

**Scope of Services for FY 2018 Water and Sewer Financial Plan Update**  
*Channel Islands Beach Community Services District*

Respectfully submitted,

RAFTELIS FINANCIAL CONSULTANTS, INC.

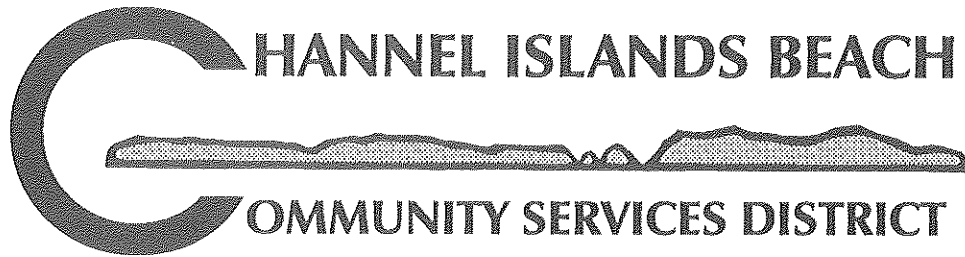
By: \_\_\_\_\_  
Sudhir Pardiwala, Executive Vice President

**Accepted by:**

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_  
Jared Bouchard, General Manager

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



Board of Directors

MARCIA MARCUS, President  
SUSIE KOESTERER, Vice President  
KEITH MOORE, Director  
R.V. "Jim" ESTOMO, Director  
ELLEN SPIEGEL, Director

JARED BOUCHARD  
General Manager

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## **Regular Board Meeting September 13, 2016**

**To: Board of Directors**

**From: General Manager**

**Subject: 2016 Local Agency Bi Annual Review of District Conflict of Interest Code**

### **Agenda Item D-4**

The Channel Islands Beach CSD last reviewed its Bi Annual Conflict of Interest Code in 2014. The Political Reform Act requires government agencies to review its "Conflict of Interest Code" biannually to determine whether adjustments need to be made or if the code is still in compliance. The District Code is still in compliance as is and no amendment is needed this year.

### **Recommendation:**

- 1. Approve Bi Annual Conflict of Interest Code and direct staff to file required notice with the County of Ventura**



## 2016 Local Agency Biennial Notice

Name of Agency: Channel Islands Beach Community Services District

Mailing Address: 353 Santa Monica Drive, Chnl Isl Bch, CA 93035

Contact Person: C.J. Dillon Phone No. 805-985-6021

Email: cdillon@cibcsd.com Alternate Email: jbouchard@cibcsd.com

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

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

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

(*Check all that apply.*)

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

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

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

---

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

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

September 13, 2016

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

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

**Board of Supervisors  
800 S. Victoria Avenue  
Ventura, CA 93009-1920**

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

**CONFLICT OF INTEREST CODE**

**Channel Islands Beach Community Services District**

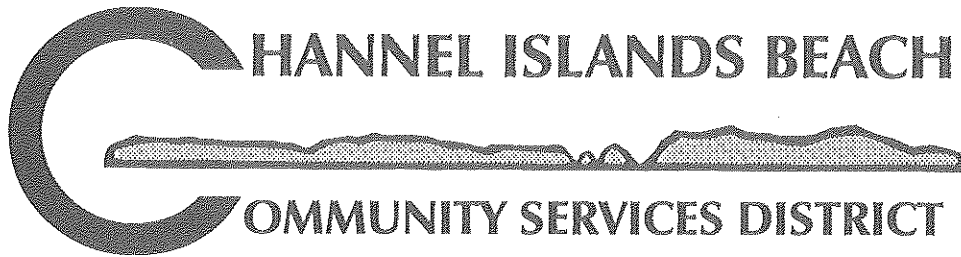
The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest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

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

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

**APPROVED AND ADOPTED** this 13th day of September, 2016:

By: \_\_\_\_\_  
Print Name: Jared Bouchard  
Title: General Manager



Board of Directors

MARCIA MARCUS, President  
SUSIE KOESTERER, Vice President  
KEITH MOORE, Director  
R.V. "Jim" ESTOMO, Director  
ELLEN SPIEGEL, Director

JARED BOUCHARD  
General Manager

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## Regular Board Meeting September 13, 2016

**To:** Board of Directors

**From:** General Manager

**Subject:** Considering casting a vote for the Independent Special Districts, Alternate Member to the Ventura LAFCO—term to end January 1, 2017

### Agenda Item D-5

Attached is correspondence from the Ventura Local Agency Formation Commission containing the Official Ballot for the election of a special district alternate member to the Ventura LAFCo.

There are five candidates with statements attached.

**Recommendation:** Cast one vote for either, Russ Baggerly, Robert Eranio, Al Fox, Mike Mishler, or Andy Waters



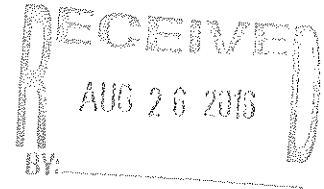
## VENTURA LOCAL AGENCY FORMATION COMMISSION

COUNTY GOVERNMENT CENTER • HALL OF ADMINISTRATION

800 S. VICTORIA AVENUE • VENTURA, CA 93009-1850

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

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August 24, 2016

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

**RE: Ballot for Election of a Special District Alternate Member to the Ventura LAFCo**

Dear President/Chair of the Board:

Enclosed please find your Official Ballot for the election of a special district alternate member to the Ventura LAFCo. This election is being conducted by mail pursuant to California Government Code Section 56332(c) (or by email, if consent has been received by your District - see enclosed list of those districts which have consented to email), and is consistent with the Rules and Regulations of the Ventura County Independent Special Districts Selection Committee.

The term of Commissioner Bruce Dandy, a regular special district member of LAFCo, will expire on January 1, 2017. Pursuant to the Rules and Regulations of the Ventura County Independent Special Districts Selection Committee, current special district alternate member Mary Anne Rooney will automatically be seated as a regular special district member representing special districts and will start a new four-year term January 1, 2017.

This election is to select a new special district alternate member to the Ventura LAFCo. Whomever is elected will fill the remainder of the current four-year term that started on January 1, 2015. On January 1, 2019, when the term of current regular special district member Elaine Freeman expires, the special district alternate member will start a new four-year term as a regular special district member representing special districts, and a subsequent election to fill the new special district alternate member term will be conducted.

A total of five candidates have been nominated. Each is listed alphabetically on the Official Ballot and a copy of each candidate's statement is enclosed.

### INSTRUCTIONS

- Use the enclosed Official Ballot to vote for only one candidate.
- The Ballot must be signed by the district president/chair or presiding officer.
- All ballots being returned via US Mail must be returned via CERTIFIED MAIL to the Ventura LAFCo at the address listed above. Districts that have previously consented to conduct this election via email can email a copy of the signed ballot to: [kai.luoma@ventura.org](mailto:kai.luoma@ventura.org).
- **BALLOTS MUST BE RECEIVED BY 5:00 p.m. FRIDAY, OCTOBER 14, 2016. (Ballots received after 5:00 p.m. Friday, October 14, 2016 will not be counted.)**

There are 30 independent special districts eligible to vote in this election. At least 16 districts must return completed/signed ballots to achieve a quorum. If a quorum is achieved, the winning candidate must receive a majority of the qualified votes cast. Should no candidate receive a majority of the qualified votes, a subsequent election among the two candidates receiving the highest number of votes will be conducted. In the event of a tie for the highest number of votes, LAFCo will conduct a run-off election between those candidates.

The election results will be mailed to each district no later than Friday, October 21, 2016. Please let us know if you have questions.

Sincerely,

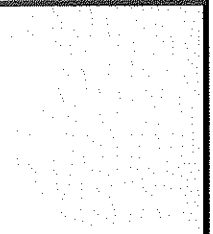


Kai Luoma  
Executive Officer

Enclosures  
c: General Manager

# OFFICIAL BALLOT

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE  
Alternate Special District Member to the Ventura LAFCo



## Channel Islands Beach Community Services District

This is the Official Ballot for the Independent Special Districts Selection Committee for the purpose of electing **one** special district alternate member to the Ventura LAFCo. The election consists of five candidates (listed below in alphabetical order) for special district alternate member of the Ventura LAFCo to fill the unexpired four-year term ending January 1, 2019.

### VOTE FOR ONLY ONE CANDIDATE

A minimum of 16 qualified votes must be returned by the deadline to establish a quorum of the Independent Special Districts. Should no candidate receive a majority of the qualified votes, a subsequent election among the two candidates receiving the highest number of votes will be conducted.

**PLEASE RETURN THIS SIGNED BALLOT, VIA CERTIFIED MAIL** to the Ventura LAFCo, 800 S. Victoria Avenue, Ventura, CA 93009-1850, or if previous consent has been given to conduct this election via e-mail, send your signed ballot to [kai.luoma@ventura.org](mailto:kai.luoma@ventura.org). All Ballots **MUST** be signed by the district president/chair or presiding officer of the board and received by 5 P.M. Friday, October 14, 2016 to be considered.

As the District President, Chair or Presiding Officer, I duly certify that the Channel Islands Beach Community Services District does hereby cast its ballot as follows:

*(Please mark the box next to the name of one candidate to cast the District's vote)*

- |                          |               |  |
|--------------------------|---------------|--|
| <input type="checkbox"/> | Russ Baggerly | Ojai Valley Sanitary District                |
| <input type="checkbox"/> | Robert Eranio | United Water Conservation District           |
| <input type="checkbox"/> | Al Fox        | Camrosa Water District                       |
| <input type="checkbox"/> | Mike Mishler  | Pleasant Valley Recreation and Park District |
| <input type="checkbox"/> | Andy Waters   | Calleguas Municipal Water District           |

\_\_\_\_\_  
Board President/Chair/Presiding Officer (print name)

\_\_\_\_\_  
Board President/Chair/Presiding Officer (Signature)

\_\_\_\_\_  
Date

# **RUSS BAGGERLY**

[russ.baggerly65@gmail.com](mailto:russ.baggerly65@gmail.com)

August 26, 2014

## **PROFESSIONAL EXPERIENCE**

### ***Elected Official, Policy and Political Analyst, Environmental Consultant***

- ◆ Record of effective policy research and development for county and state legislation.
- ◆ Legal knowledge of topics from air quality to zoning.
- ◆ Possesses skills for developing public policy to fit real world situations, directing effective meetings, and developing consensus between conflicting interests.
- ◆ Involved in various political campaigns and initiative actions.
- ◆ Experienced in reviewing environmental documents, public administrative issues, and effective public speaking.

## **POSITIONS**

### ***Elected/Appointed/Volunteer Public Positions***

Elected Official, Casitas Municipal Water District - 2004 to present

Received the endorsement and support of S.E.I.U. Local 721, 2004

Executive Committee

Water Resources Committee

Ventura River Watershed Council

Watersheds Coalition of Ventura County - Steering Committee

Elected Official, Ojai Valley Sanitary District 1996 to present

Executive Committee

Environmental Committee

Ventura River Nutrient Assessment Committee

Unpermitted Connection Committee

Habitat Conservation Plan Committee

California Sanitation Risk Management Authority

Executive Board Member 2006-2012

Executive Board President 2011 to present

CSRMA Workers Compensation Subcommittee 2000-2002 & 2004-2006

Elected Official, Ojai Valley Municipal Advisory Council 1996 to 2012

Ojai Basin Groundwater Management Agency, 2004 to present

Watershed U, University of California Cooperative Extension,

Presenter/Moderator, Ventura, CA 2012

Air Pollution Control District, Clean Air Advisory Committee

Friends of the Santa Clara River, Board Member

Ormond Beach Task Force, Chairman

Citizens to Preserve the Ojai, Administrative Director, 1988 to 1989

Environmental Coalition, Board Member, 1987 to 1990,

President 1990 to 2005

Environmental Defense Center, Board Member, Santa Barbara,

1989 to 1990

**Robert Eranio** As Secretary/Treasurer of United Water Conservation District's Board of Directors, Mr. Eranio represents Division 3 which includes a portion of the City of Ventura. He first served on the Board of Directors from December 1998 to November 2000, representing Division 2, and he returned to the Board to represent Division 3 in December 2002. He served as President of United's board from January 2010 to 2012. He has worked in hands-on positions in the California water industry since 1986, and holds numerous professional certifications, including a Grade 5 water treatment operator license and a Grade 5 water distribution operator license and he is a cross-control specialist. Mr. Eranio has participated in many local water-related projects, including the City of Port Hueneme's Urban Water Management Plan and Hazardous Waste Collection events, the City of Oxnard's GREAT Program, and numerous Capital Improvement Projects for Crestview Mutual Water Company in Camarillo, where he has been General Manager since 1995. He also runs a consulting business specializing in Operations & Maintenance and financial administration for multiple water districts in Ventura County.



AL FOX

Served 21 years in the Navy, advancing through the ranks from Airman Recruit to Lieutenant.

Served aboard three aircraft carriers, all operating in the Gulf of Tonkin during the Vietnam War.

The last assignment was Aircraft Scheduling Officer for the Squadron that supported the National Science Foundation, including 17 countries in the Antarctica. In addition to that responsibility, I was a volunteer on the Navy's Parachute Rescue Team in the Antarctica.

Since retiring from the Navy in 1977, my wife Cindy and I have made our home in Camarillo.

I have four decades of experience as a Broker/Owner of a real estate company in Ventura County. While managing my multi-office operation, I also served on many of the Realtor Association's committees and served as President of the Camarillo Association of Realtors. I was voted as "Realtor of the Year" in 1984.

Elected as a Director on the Camrosa Water District in 1997, with continuous service to present, serving two terms as President.

I served on the Fox Canyon Groundwater Management Agency.

I am a former President of the Association of Water Agencies of Ventura County, and currently serving as Secretary of the Association. I was honored as "Director of the Year" for this association in 2014.

Former President of the Ventura County Special Districts Association.

As I have stated above, I am not only concerned about my District, but am concerned about Ventura County, therefore I am soliciting your Districts vote for the LAFCo position.

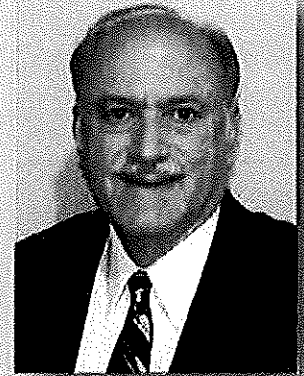
Al E. Fox

# Mike Mishler

For

## Ventura County LAFCo Alternate Commissioner

Nominated by Pleasant Valley Recreation and Park District



Family moved to Ventura County In 1984

## EDUCATION & EXPERIENCE

### EDUCATION:

- B.S. in Geophysics, SDSU
- M.S. in Hydrogeology, SDSU

### ELECTED OFFICE:

- Director, PVRPD
  - Santa Monica Mountains Conservancy, Advisory Committee
  - Naval Base Ventura County Joint Land Use Study, Technical Committee

### ASSOCIATIONS:

- Vice President, Ventura County Special Districts Association
- Coast Geological Society

### COMMUNITY INVOLVEMENT:

- Regional Commissioner, AYSO Camarillo 1996-1999
- High School JV soccer coach, 2 years

### AWARDS:

- AYSO Region 68 Dave Winters Award
- PVRPD Volunteer of the Year 2010

### SOME COMMUNITY ACCOMPLISHMENTS:

- Identified over \$35,000 in annual PVRPD electrical cost reductions.
- Identified major errors in two City of Camarillo traffic computer models.
- In 1990, I recognized an opportunity to expand Mission Oaks Park from 10 to 20 acres by convincing the developer to agree to land swap/rezoning. After convincing them to agree to the plan, I obtained PVRPD approval of the plan, got a sign off from Pleasant Valley School District for right-of-first refusal and worked with the developer to eventually obtain city approval.
- When I started as Regional Commissioner of AYSO Region 68, the program only had \$186 in savings. When I left three years later, the program had over \$60,000 in savings, while still expanding in terms of players and volunteers.
- Created first region based AYSO Spring Season program in Ventura County.



### PROFESSIONAL CAREER: WESTERN GEOPHYSICAL CO.

In the 70s, I ran 30 man geophysical seismic crew in Alaska. During that time, I interfaced with many state and federal agencies.

*Photo shows abandoned polar bear cub rescued by our crew (when I still had hair on my head).*

### WOODWARD & CLYDE ENGINEERING CO.

Worked as a groundwater and engineering geologist. Included work on E.I.R.'s and interfacing with local government agencies in the San Diego area.

### EXXON geologist for 21 years

- Drilled production wells, including 3 mile reach wells from Harmony Platform each costing more than \$5,000,000.
- Built complex 3D geologic computer models that integrated hundreds of engineering and geologic parameters.
- Worked last 6 years in Exxon HQ as Data Manager Coordinator for worldwide operations. Included finding solutions that would work across a variety of competing interests. Successful project manager. Occasionally advised foreign government officials regarding setting up new departments.

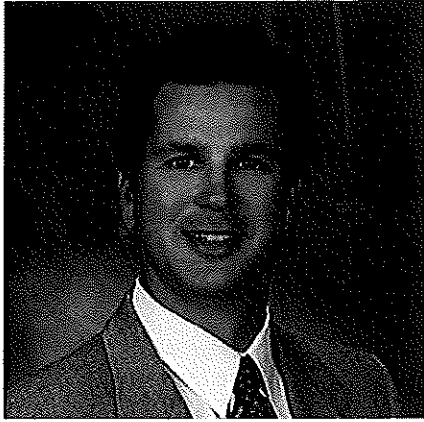


### SOME KEY SKILL SETS:

- I understand the technical aspects of land use and complex water issues facing Ventura County.
- As a successful project manager, I can recognize opportunities and identify possible problems. I know how to ask the right questions.
- I have a long personal and professional history of effectively interfacing with many different types of individuals, groups, and viewpoints.
- I have the vision and experience to find solutions that address long term issues and not just solely focus on addressing current challenges.

**THANK YOU FOR YOUR CONSIDERATION**

Phone: 805 377-9068 email: mikemm3@gmail.com



## Andy Waters

*Director Waters would bring knowledge of the community, agriculture, and water resources to LAFCo.*

*He wants to see agriculture and water resources operated sustainably for generations to come.*

---

### Community

Director Waters was born in Thousand Oaks and grew up in Moorpark. He is a fourth generation farmer, with a family tradition of community service. His grandfather was on the committee that formed Calleguas Municipal Water District in the early 1950s to bring imported water into Ventura County. His father served on water agency boards in the Moorpark area and brought Director Waters to Fox Canyon Groundwater Management Agency meetings when he was still a teenager.

### Agriculture

After graduating from Moorpark High School, Director Waters attended Cal Poly San Luis Obispo, majoring in agriculture. Knowing that farming was his lifelong passion, he returned to work for the family farm in Ventura County. He and his wife Heather have settled in Moorpark with their two daughters and their dog, Goose. He currently works with his brother managing the family business, growing berries, avocados, and vegetables in the unincorporated areas near Moorpark and Oxnard. He also serves as a board member for a commercial packing house.

### Water Resources

Director Waters is continuing the family tradition of leadership in water resources. He serves as a board member for Thermic Mutual Water Company and Berylwood Heights Mutual Water Company. He is a member of the advisory committee for Ventura County Waterworks District No. 1 and chairs the Las Posas Basin Users Group. He represents mutual water agencies as an alternate member of the Fox Canyon Groundwater Agency Board of Directors. At Calleguas, he serves as Treasurer and is a member of the Groundwater and Finance Committees.



2100 Olsen Road  
Thousand Oaks, CA 91360  
(805) 579-7111



# VENTURA LOCAL AGENCY FORMATION COMMISSION

COUNTY GOVERNMENT CENTER • HALL OF ADMINISTRATION

800 S. VICTORIA AVENUE • VENTURA, CA 93009-1850

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

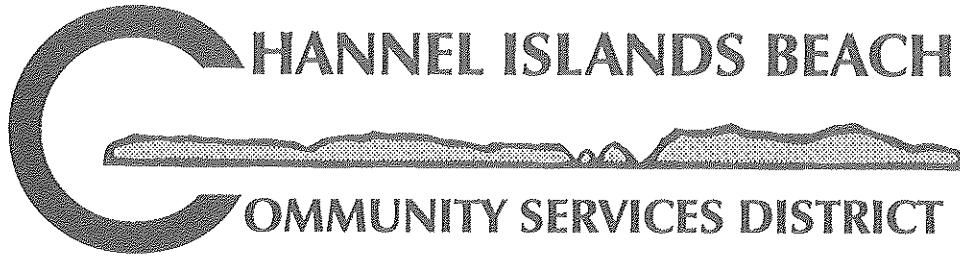
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## INDEPENDENT SPECIAL DISTRICTS IN VENTURA COUNTY

As of August 2016

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.



Board of Directors

MARCIA MARCUS, President  
SUSIE KOESTERER, Vice President  
KEITH MOORE, Director  
R.V. "Jim" ESTOMO, Director  
ELLEN SPIEGEL, Director

JARED BOUCHARD  
General Manager

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## September 13, 2016 Regular Board Meeting

**To:** Board of Directors

**From:** Marcia Marcus, Board President

**Subject:** Approve and Adopt Board Resolution 16-06 Regarding Increase in General Manager's Compensation

### Agenda Item D-6

In accordance with Board Channel Islands Beach Community Services District ("District") Board of Directors ("Board") policy and the employment contract with the current General Manager, it is the responsibility of the Board to determine the General Manager's compensation and to re-evaluate that compensation from time to time. During the April 26, 2016 meeting of the Board, in a properly agendaized closed session, the Board completed the performance evaluation of the District's General Manager, Mr. Jared Bouchard, for the period from July 2013 to April 2016.

The results of that evaluation were nearly unanimous "Generally Exceeding Expectations" (highest category) ratings on all evaluation criteria from all members of the Board. Following a discussion in open session regarding the General Manager's performance evaluation and any changes to compensation, the Board tabled further discussion and decision until such time as key points could be compiled in a cogent resolution for the Board to consider and adopt.

**Recommendation:** Approve CIBCSD Resolution 16-06 Regarding Increase in General Manager's Compensation and authorize the Board President to sign Resolution 16-06.

**RESOLUTION NO. 16-06**  
**CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS RESOLUTION REGARDING**  
**INCREASE IN GENERAL MANAGER'S COMPENSATION**

WHEREAS, the Channel Islands Beach Community Services District ("CIBCSD") Board of Directors ("Board") is duly established and organized pursuant to Government Code §61000 et seq; and

WHEREAS, the Board has the authority to appoint a general manager and to determine compensation for the CIBCSD General Manager; and

WHEREAS, the Board has the authority to set and adjust the CIBCSD General Manager's compensation under the employment contract CIBCSD has with the current General Manager (Jared Bouchard); and

WHEREAS, the Board evaluated the performance of the General Manager (Jared Bouchard) in a duly noticed and agendized closed session of the CIBCSD Board Meeting on April 26, 2016; and

WHEREAS, the Board gave uniformly high marks or "exceeding expectations" to the General Manager in all categories of review (i.e., list all categories) of his performance in this important role for the District; and

WHEREAS the Board discovered during the course of conducting its performance review of the General Manager that it has not adjusted the General Manager's base salary compensation to reflect a cost-of-living adjustment or performance-based adjustment since the last performance review in 2013; and

WHEREAS, the Board discussed the General Manager's current base salary and total compensation in open session of the CIBCSD Board Meeting on April 26, 2016; and

WHEREAS, Board Director Susie Koesterer, who is a member of the CIBCSD Board Committee on Finance, presented information showing the CIBCSD General Manager's compensation is not in line with the compensation of General Managers at California special district's similar to CIBCSD which are in the range of \$80,000 to \$150,000 in base salary; and

WHEREAS, the Board received information about the paucity of qualified individuals to be General Manager at community service districts like CIBCSD and that the current CIBCSD General Manager regularly receives job offers from other special districts; and

WHEREAS, the Board sees fit to ensure consistent leadership of the CIBCSD and to retain qualified and proven individuals like the current CIBCSD General Manager in its employ; and

WHEREAS, the Board discussed the benefit of retaining the current General Manager for his proven leadership skills, diligence in preparing CIBCSD for future events such as the implementation of the Sustainable Groundwater Management Act, and his demonstrated enthusiasm and proficiency for serving CIBCSD customers.

NOW THEREFORE, the Board hereby increases the current CIBCSD General Manager's base salary (\$93,440) by eighteen point one five percent (18.15%) to be in consistent with the market compensation paid to General Managers at entities similar to CIBCSD throughout the state of California or a new base salary amount of \$110,400.

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

\_\_\_\_\_  
MARCIA MARCUS  
Channel Islands Beach Community Services District, Board President