



Board of Directors:

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

AKBAR ALIKHAN
General Manager

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

BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

NOTICE IS HEREBY GIVEN that the Board of Directors of the Channel Islands Beach Community Services District will hold A Regular Meeting beginning at 6:00 PM on Tuesday, March 12, 2019. The Meeting will be held at the **District Office Conference Room, 353 Santa Monica Drive, Channel Islands Beach, CA 93035.** The Agenda is as follows:

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

B. PUBLIC COMMENTS:

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

C. CONSENT CALENDAR:

1. Approve the Agenda Order
2. Financial Reports:
 - a. Cash Disbursal & Receipt Report –February 2019
3. Minutes
 - a. February 12, 2019 Finance Committee Meeting
 - b. February 12, 2019 Regular Board Meeting

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

	Account Number	Water Relief	Sewer Relief	Total Relief
a.	12040-01	\$27.72	\$65.62	\$93.34
b.	12020-02	\$5.91	\$38.28	\$44.19
c.	20031-03	\$4.11	\$21.87	\$25.98
d.	06150-01	\$52.02	\$131.24	\$183.26
				\$346.77

D. OPERATIONS AND MAINTENANCE REPORT

E. ACTION CALENDAR

- 1. Legislative Advocacy Policy**

Recommendation:

- 1) Adopt Legislative Advocacy Policy

- 2. Authorization for ACH and Emergency Payments**

Recommendation:

- 1) Adopt attached Resolution Allowing for Automated Clearing House (ACH)

- 3. Exercise Option for Auditing Services**

Recommendation:

- 1) Exercise Option for 3-year extension to retain Teaman, Ramirez and Smith, Inc. for Auditing Services

F. INFORMATION CALENDAR

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

G. BOARD MEMBER COMMENTS

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

AGENDA POSTING CERTIFICATION

This agenda was posted Thursday, March 7, 2019 by 5:00 PM. The agenda is posted at the District Office and two public notice bulletin boards, which are accessible 24 hours per day. The locations include:

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

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



Akbar Alikhan
General Manager

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

Channel Islands Beach 2013

3/7/2019 2:14 PM

Register: 1002 · Checking Pacific Western

From 02/01/2019 through 02/28/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/01/2019	DEP	QB:DEPOSIT	-split-	Reimbursement...			7,566.22	357,491.29
02/08/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/8			8,588.47	366,079.76
02/08/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/6			128.74	366,208.50
02/08/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/8			209.78	366,418.28
02/08/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/7			1,470.41	367,888.69
02/08/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/6			2,335.63	370,224.32
02/08/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/5			220.47	370,444.79
02/08/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/7			9,290.25	379,735.04
02/08/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/5			4,867.62	384,602.66
02/12/2019		QuickBooks Payroll ...	-split-	Created by Pay...	22,573.68			362,028.98
02/13/2019	DD	Akbar Alikhan	-split-	Direct Deposit		X		362,028.98
02/13/2019	DD	Carol J Dillon	-split-	Direct Deposit		X		362,028.98
02/13/2019	DD	Casey D Johnson	-split-	Direct Deposit		X		362,028.98
02/13/2019	DD	E.D. Brock	-split-	Direct Deposit		X		362,028.98
02/13/2019	DD	Erika F Davis	-split-	Direct Deposit		X		362,028.98
02/13/2019	DD	Keila E Wilson	-split-	Direct Deposit		X		362,028.98
02/13/2019	DD	Mark A Espinosa	-split-	Direct Deposit		X		362,028.98
02/13/2019	DD	Peter A. Martinez	-split-	Direct Deposit		X		362,028.98
02/15/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/4			9,632.40	371,661.38
02/15/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/8			11,559.83	383,221.21
02/15/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/12			14,076.67	397,297.88
02/15/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/4			460.00	397,757.88
02/15/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/12			20,744.36	418,502.24
02/15/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 2/14			17,141.32	435,643.56
02/15/2019	5584	AWA	2000 - Accounts Payable	2/27/19 Operati...	175.00			435,468.56
02/15/2019	5585	A to Z Law, LLP	2000 - Accounts Payable		1,452.00			434,016.56
02/15/2019	5586	ACWA/JPIA Health ...	2000 - Accounts Payable		958.97			433,057.59
02/15/2019	5587	Aflac	2000 - Accounts Payable		353.55			432,704.04
02/15/2019	5588	All Purpose Plumbin...	2000 - Accounts Payable	209 Hlghland ...	120.00			432,584.04
02/15/2019	5589	AT & T	2000 - Accounts Payable		498.88			432,085.16
02/15/2019	5590	AWA	2000 - Accounts Payable		175.00			431,910.16
02/15/2019	5591	Badger Meter	2000 - Accounts Payable		101,059.67			330,850.49
02/15/2019	5592	County of Ventura - ...	2000 - Accounts Payable		420.16			330,430.33
02/15/2019	5593	CUSI	2000 - Accounts Payable		102.28			330,328.05
02/15/2019	5594	Diener's Electric, Inc.	2000 - Accounts Payable		1,593.49			328,734.56
02/15/2019	5595	Document Systems, I...	2000 - Accounts Payable	office HP	67.97			328,666.59
02/15/2019	5596	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 12/16/18 ...	44,338.79			284,327.80
02/15/2019	5597	Famcon Pipe and Su...	2000 - Accounts Payable		9,031.52			275,296.28
02/15/2019	5598	Frontier	2000 - Accounts Payable		655.32			274,640.96
02/15/2019	5599	Frontier-Office	2000 - Accounts Payable	office phones	140.62			274,500.34

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From 02/01/2019 through 02/28/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/15/2019	5600	Hollister & Brace	2000 - Accounts Payable		3,340.83			271,159.51
02/15/2019	5601	ImageSource	2000 - Accounts Payable		186.34			270,973.17
02/15/2019	5602	IVR Technology Gro...	2000 - Accounts Payable	pay by phone s...	110.15			270,863.02
02/15/2019	5603	Miguel Zavalza	2000 - Accounts Payable	pirkle park	225.00			270,638.02
02/15/2019	5604	Mission Linen & Uni...	2000 - Accounts Payable		226.70			270,411.32
02/15/2019	5605	Nationwide Retirement	2000 - Accounts Payable		1,616.98			268,794.34
02/15/2019	5606	Office Depot	2000 - Accounts Payable		330.48			268,463.86
02/15/2019	5607	Pacific Couriers	2000 - Accounts Payable		222.15			268,241.71
02/15/2019	5608	PHWA	2000 - Accounts Payable		52,518.91			215,722.80
02/15/2019	5609	Pitney Bowes Inc.	2000 - Accounts Payable		144.16			215,578.64
02/15/2019	5610	So. California Edison...	2000 - Accounts Payable		650.78			214,927.86
02/15/2019	5611	Soares, Sandall, Bern...	2000 - Accounts Payable		8,750.00			206,177.86
02/15/2019	5612	SoCalGas	2000 - Accounts Payable		5.95			206,171.91
02/15/2019	5613	Spectrum	2000 - Accounts Payable		263.47			205,908.44
02/15/2019	5614	Sunbelt Rentals, Inc.	2000 - Accounts Payable		576.02			205,332.42
02/15/2019	5615	Underground Service...	2000 - Accounts Payable		13.20			205,319.22
02/15/2019	5616	Western Alliance Bank	2000 - Accounts Payable	Interest Paid on...	13,565.07			191,754.15
02/15/2019	5617	Xerox Financial Serv...	2000 - Accounts Payable		285.91			191,468.24
02/19/2019	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Bank Drafts			66,313.99	257,782.23
02/20/2019	5618	CIBCSD-Petty Cash	2000 - Accounts Payable		192.48			257,589.75
02/21/2019	RETCK	QB:Returned Item	1200 - Accounts Recei...	Thomas	150.00			257,439.75
02/22/2019	5619	B.L. Wallace Distrib...	2000 - Accounts Payable	Meter lids	639.80			256,799.95
02/22/2019	5620	Base Auto Parts	2000 - Accounts Payable		24.84			256,775.11
02/22/2019	5621	FGL Environmental I...	2000 - Accounts Payable		297.00			256,478.11
02/22/2019	5622	HADRONEX, Inc.	2000 - Accounts Payable	Annual SmartC...	5,341.00			251,137.11
02/22/2019	5623	Philip's Janitorial Ser...	2000 - Accounts Payable		205.00			250,932.11
02/22/2019	5624	So. California Edison...	2000 - Accounts Payable		863.93			250,068.18
02/26/2019	5625	California Truck Equ...	2000 - Accounts Payable	Air compressor	868.50			249,199.68
02/26/2019	5626	Amy or Donald Clark	2000 - Accounts Payable	Customer Refund	282.86			248,916.82
02/26/2019	5627	Bill White	2000 - Accounts Payable	Acct. 10471-00	87.53			248,829.29
02/26/2019	5628	County of Ventura H...	2000 - Accounts Payable	Refund Acct. 0...	165.21			248,664.08
02/26/2019	5629	Joseph Polinger	2000 - Accounts Payable	Customer Refund	149.81			248,514.27
02/26/2019	5630	Laura Cook	2000 - Accounts Payable	Customer Refund	100.96			248,413.31
02/26/2019	5631	Marty Ingraham	2000 - Accounts Payable	Customer Refund	91.71			248,321.60
02/26/2019	5632	Mary Fanara-Greenb...	2000 - Accounts Payable	Customer Refund	110.23			248,211.37
02/26/2019	5633	Ralph Partners II, LLC	2000 - Accounts Payable	Customer Refund	21.43			248,189.94
02/26/2019	5634	Robert Streeter	2000 - Accounts Payable	Customer Refund	136.85			248,053.09
02/26/2019	5635	SOPHISTICATED I...	2000 - Accounts Payable	Customer Refund	15.53			248,037.56
02/26/2019	5636	Bay Alarm Company	2000 - Accounts Payable	103152	104.50			247,933.06
02/26/2019	5637	CWEA Tri Counties ...	2000 - Accounts Payable	March 27th Wo...	50.00			247,883.06

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/26/2019	5638	CWEA Tri Counties ...	2000 - Accounts Payable	March 27th wo...	30.00			247,853.06
02/26/2019		QuickBooks Payroll ...	-split-	Created by Pay...	23,142.04			224,711.02
02/27/2019	DEP	QB:DEPOSIT	3120 Sewer Revenues:...	Check No. 359...			426,720.94	651,431.96
02/27/2019	To Print	Akbar Alikhan	-split-	Direct Deposit		X		651,431.96
02/27/2019	To Print	Carol J Dillon	-split-	Direct Deposit		X		651,431.96
02/27/2019	To Print	Casey D Johnson	-split-	Direct Deposit		X		651,431.96
02/27/2019	To Print	E.D. Brock	-split-	Direct Deposit		X		651,431.96
02/27/2019	To Print	Erika F Davis	-split-	Direct Deposit		X		651,431.96
02/27/2019	To Print	Keila E Wilson	-split-	Direct Deposit		X		651,431.96
02/27/2019	To Print	Mark A Espinosa	-split-	Direct Deposit		X		651,431.96
02/27/2019	To Print	Peter A. Martinez	-split-	Direct Deposit		X		651,431.96
02/28/2019	5639	FGL Environmental I...	2000 - Accounts Payable		292.00			651,139.96

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE MEETING, February 12, 2019

A. APPROVE THE FINANCE COMMITTEE MEETING AGENDA

The Finance Committee Agenda was approved and called to order at 4:39 PM. In attendance President Brewer, Director Bouchard, General Manager, Akbar Alikhan, Clerk of the Board, Erika Davis, Office Manager, CJ Dillon, Deputy General Manager/ Operations Manager, Pete Martinez, and District Accountant Raj Acharya.

B. REVIEW DRAFT 2017/2018 FISCAL YEAR AUDIT

Raj Acharya explained the 2017/2018 Fiscal Year Audit. President Brewer and Director Bouchard asked questions on certain line items for clarification purposes. Raj Acharya stated the 2017/2018 Fiscal Year Audit came back reported as clean opinion.

C. DISCUSSION REGARDING BILLING PERIOD DATE CHANGES

General Manager Alikhan explained that the current billing period runs from mid-month to mid-month. In the past it made sense because with the manually read meters there was additional time needed to prepare the reads for billing, rereads etc. However now with the Smart Meters that additional time is unnecessary. The suggestion is to change to a real month billing period starting from the 1st of the month which may be more straight forward for the residents and make it easier for them to understand their bills. President Brewer and Director Bouchard agreed this may be a good idea. General Manager Alikhan asked for direction in which way to implement the change. It was agreed that initiating the change at once rather than slowly was the direction to take. That change over one month would result in two bills for the one month. General Manager Alikhan will present this at a future Board meeting.

D. DISCUSSION REGARDING METERED SALES

General Manager Alikhan discussed the possibility of evaluating the metered sales in the future. Both President Brewer and Director Bouchard said they were interested in seeing what that analysis will look like.

The Finance Committee Meeting adjourned at 5:33 P.M.

Kristina Brewer, President

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, February 12, 2019

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

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

Director Marcus was absent.

B. PUBLIC COMMENTS:

Sheriff Todd Inglis reported on an incident of stolen vehicles found at a house in the District. He stated that it is helpful to the Sheriff's Department if residents are making a report to give more detailed information. Sheriff also reminded the public to lock up belongings because of petty theft.

C. CONSENT CALENDAR:

Director Bouchard moved to approve the Consent Calendar items 1 through 4 and President Brewer seconded the motion. The motion passed.

Brewer, Nast, Bouchard, Debley 4 - Yes 0 -No

D. OPERATIONS AND MAINTENANCE REPORT:

Deputy General Manager/ Operations Manager (DGM/OM) Pete Martinez presented the Operations and Maintenance Report. DGM/OM Pete Martinez using a PowerPoint presentation explained the projects for the month which included water line repairs, replacement of a pump at A Station, updates on both the Smart Meter Project and Billing System.

E. ACTION CALENDAR

1. Annual Audit Report

District Accountant Raj Acharya presented the Audit Report and stated that it came back as clean opinion which is the best outcome. Director Nast asked if we change auditors periodically. Office Manager CJ Dillon explained that there is a two-year turnover with the Auditors and although they are partners in the same office they are different auditors who are evaluating the District. District Accountant Raj Acharya pointed out that there are very few firms that specialize in Special District Audits. Director Bouchard made the motion to

move to approve recommendations E 1,2 and 3 and President Brewer seconded the motion and the motion passed.

Brewer, Nast, Bouchard, Debley 4- Yes 0 -No

2. Second Amendment to Wastewater Transportation Agreement and Flow Meter Scope

DGM/OM Pete Martinez presented the background of the agreement, explained the compensations structure, gave a District and Oxnard overview and explained the Gannett Fleming Agreement demonstrating its three concepts with PowerPoint presentations. Board asked questions. President Brewer moved to approve Action Calendar item E-2 and its recommendations and Director Debley seconded the motion. The Motion passed collectively.

Brewer, Nast, Bouchard, Debley 4- Yes 0 -No

3. Authorization to Bid – CI 207 CCTV

DGM/OM Pete Martinez using a PowerPoint Presentation explained the CCTV benefits. Director Bouchard moved to authorize staff to solicit bids for CCTV Inspection and the Cleaning of Sanitary Sewer System. President Brewer seconded the motion and the motion passed.

Brewer, Nast, Bouchard, Debley 4- Yes 0 -No

4. Consent of Joint Representation

General Manager Akbar Alikhan stated that this was an item that was brought before the PHWA Board a few weeks ago allowing Mr. Candy to represent PHWA regarding matters related to the GSP and Allocation Ordinance. This action allows Peter Candy to work on behalf of all PHWA members and share the cost. The agreement gives permission for Peter Candy to represent CIBCSD and PHWA however if there is a disagreement between CIBCSD and PHWA there is provision CIBCSD retains the right to Peter Candy services. Director Bouchard made the motion to approve the recommendation and President Brewer seconded the motion.

Brewer, Nast, Bouchard, Debley 4- Yes 0 -No

5. Agreement with Sourcewell

General Manager Alikhan explained that this is a cooperative purchasing agency that gets volume pricing for items. The main benefit is it reduces staff time, allows the District to procure items and take advantage of good pricing. The agreement is a basic enrollment form. Director Debley moved to

authorize the General Manager to enter into the agreement with Sourcewell. President Brewer seconded the motion. The motion passed.

Brewer, Nast, Bouchard, Debley 4- Yes 0 -No

6. Agreement for Architectural Design Services

General Manager Alikhan used a PowerPoint presentation to give the background on the District property and present the Agreement for Architectural Design services from Architect's Orange. There was discussion that the use and purpose of the District office has evolved over time. General Manager Alikhan explained Architects Orange scope of work in the agreement. Director Debley and Director Bouchard stated their concerns selecting an out of county firm and their familiarity with Coastal Zoning Ordinances, Ventura County Ordinances and Codes. Director Bouchard suggested holding off on approval and getting quotes from local firms familiar with Ventura County who have the embedded knowledge. Director Debley agreed that this would most likely save money during the process. Director Nast was also concerned about meeting County Regulations. General Manager Alikhan clarified the direction the Board was giving to Staff which included bringing back to the Board quotes from other Architects with experience in Ventura County and to include a contingency that the final conceptual design meets Coastal Ordinances and to seek other local vendors with experience in Ventura County. Board gave this direction to staff. No formal Board action was taken.

F. INFORMATION CALENDAR

1. PHWA February Agenda

General Manager Alikhan reviewed the PHWA February Agenda

2. ACWA/JPIA Presidential Award

General Manager Alikhan shared the ACWA/JPIA Awards for no accidents and claims.

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

Director Nast attended VRSD and said there was a lot of interesting information regarding recycling.

Director Bouchard attended PHWA and reported the approval of the same Agreement with Peter Candy.

4. Update on GSP Development

General Manager Alikhan reported that he met with Robert Eranio regarding GMA issues.

Peter Candy may be applying good case for a variance. General Manager Alikhan stated he will keep the Board informed on the GMA issues.

G. BOARD MEMBER COMMENTS

None

G. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

None

The Board Meeting adjourned at 7:29 P.M.

Kristina Brewer, President



Board of Directors:

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

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, March 12, 2019

To: Board of Directors
From: Pete Martinez, Deputy General Manager/ Operations Manager
Subject: Operations and Maintenance Report
Item No. D-1

Item to be delivered via verbal presentation.



Board of Directors:

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

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Regular Board Meeting, March 12, 2019

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Legislative Advocacy Policy
Item No. E-1

RECOMMENDATION:

1. Adopt Legislative Advocacy Policy

FINANCIAL IMPACT: No impact to District Budget.

BACKGROUND:

The District is frequently asked to take positions on proposed legislation at the local, state, and federal levels. Generally, these requests originate from two sources — professional groups the District is a member of (e.g. AWA, CSDA, etc.) or from other water agencies in the County.

Currently, when District staff receives a request to submit a position letter on proposed legislation, staff will agendaize the item and bring it before the Board for consideration. In many cases, these requests are time sensitive and there is not an opportunity to seek permission from the Board prior to submitting a position letter. The California Special Districts Association (CSDA) has drafted a sample policy that will allow district staff to submit legislative positions on behalf of the District without Board approval, provided that the proposed legislation could influence the District's ability to provide core services to its customers and is consistent with the Advocacy Priorities.

The Advocacy Priorities shown in the attached policy are categorized into four areas of focus, all of which could affect District business. If approved, the attached policy would allow staff to submit position statements on proposed legislation if it affects law regarding:

- Revenue, Finances, and Taxation
- Governance and Accountability
- Human Resources and Personnel
- Infrastructure, Innovation, and Investment

Also included in the proposed policy, is the requirement of staff to update the Board on any position statements made on behalf of the District at the next regularly scheduled Board meeting. Prior to submitting a position statement, staff will ensure one of the following three criteria are met:

- The position is consistent with the adopted Advocacy Priorities;
- The position is consistent with that of organizations to which the district is a member, such as CSDA, ACWA, etc.; or
- The position is approved by the Board of Directors.

The attached policy balances timeliness with appropriate Board oversight. The policy will allow the District to stay active and engaged in proposed legislation. It is anticipated that California water agencies will see utility-related bills surface during the next legislation to address issues such as:

- Low income ratepayer assistance
- Additional water conservation measures
- Taxes on utility bills to finance infrastructure in underserved areas
- Delta tunnel(s) project

Staff recommends adoption of the attached Legislative Advocacy Policy.

DISCUSSION:

ATTACHMENT(S):

1. Legislative Advocacy Policy

POLICY TITLE: Legislative Advocacy Policy

Purpose

The purpose of the policy is to guide the Channel Islands Beach Community Services District officials and staff in considering legislative or regulatory proposals that are likely to have an impact on District, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited,¹ the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.²

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District staff with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide the General Manager, or other designee, discretion to advocate in District best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of District.

Policy Goals

- Advocate the District legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and district staff on the legislative process and key issues and legislation that could have a potential impact on the district.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the district and the region.
- Seek grant and funding assistance for District projects, services, and programs to enhance services for the community.

Policy Principles

The Board of Directors recognizes the need to protect District interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors.

This policy provides District General Manager, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Directors to set Advocacy Priorities to provide policy guidance. The Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation

¹ Cal. Gov. Code § 54964.

² Cal. Gov. Code § 53060.5; *Stanson v. Mott* (1976) 17 Cal. 3d 206.

affecting the District, the matter shall be brought before the Board of Directors at a regularly scheduled board meeting for formal direction from the Board of Directors.

Generally, the District will not address matters that are not pertinent to the District's local government services, such as social issues or international relations issues.

Legislative Advocacy Procedures

It is the policy of District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Monitoring legislation is a shared function of the Board of Directors and General Manager or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The General Manager, or other designee, will act on legislation utilizing the following procedures:

The General Manager or other designee shall review requests that the District take a position on legislative issues to determine if the legislation aligns with the district's current approved Advocacy Priorities.

The General Manager or other designee will conduct a review of positions and analysis completed by the California Special Districts Association and other local government associations when formulating positions.

If the matter aligns with the approved priorities, District response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the district, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the General Manager or designee. The General Manager or designee shall advise staff to administer the form of advocacy, typically via letters signed by the General Manager, or designee, on behalf of the Board of Directors.

All draft legislative position letters initiated by the General Manager or designee shall state whether the district is requesting "support", "support if amended", "oppose", or "oppose unless amended" action on the issue and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the district, e.g. "the funding the district will lose due to this bill could pay for X capital improvements." Support – legislation in this area advances the district's goals and priorities.

Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district's goals and priorities.

The General Manager may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the General Manager or designee.

When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the District shall be included as a copy or "cc" on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a cc on legislative letters.

A position may be adopted by the General Manager or designee if any of the following criteria is met:

- The position is consistent with the adopted Advocacy Priorities;
- The position is consistent with that of organizations to which the district is a member, such as the California Special Districts Association; or
- The position is approved by the Board of Directors.

All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next regularly scheduled Board Meeting. When appropriate, the General Manager or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Directors.

Advocacy Priorities

Revenue, Finances, and Taxation

Ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.

Support opportunities that allow the district to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the district to maximize local revenues, offset and leverage capital expenditures, and maintain district goals and standards.

Governance and Accountability

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

Human Resources and Personnel

Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive

relationships between management and employees.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

Infrastructure, Innovation, and Investment

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet California's changing demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.



Board of Directors:

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

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, March 12, 2019

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Authorization for ACH and Emergency Payments
Item No. E-2

RECOMMENDATION:

1. Adopt attached Resolution Allowing for Automated Clearing House (ACH) and Emergency Payments

FINANCIAL IMPACT: No impact to District Budget. Reduction of staff time required to prepare paper checks.

BACKGROUND:

District staff regularly processes invoices and prepares paper checks for services rendered to the District by outside vendors. On average, staff prepares approximately 60 paper checks per month. Of these checks, nearly half are recurring monthly payments for regular services provided to the District (e.g. electricity, internet service, alarm service).

At the June 24, 1997 Board Meeting, the District adopted Resolution 97-3 which required two signatures on every check issued by the District. While this policy provides additional controls on District funds, it can create timing issues for staff to get two signatures on a check prior to the payment's due date. Furthermore, it precludes the District from making use of Automated Clearing House (ACH) payments that can submit payment to vendors instantly, thereby avoiding late charges and reducing staff time spent preparing payments.

DISCUSSION:

Attached for Board consideration is a resolution that allows staff to submit payments to vendors via ACH or with a single signature, provided that:

- The vendor is listed in the exhibit to the Resolution as a recurring service and;
- The amount of the monthly payment is below the threshold identified

The exhibit to the proposed Resolution shows a list of 21 vendors which the District submits monthly payments to. Alongside each vendor is the average monthly payment as well as a payment limit. If the payment due to the vendor is higher than the payment limit, staff will issue a conventional check payment and await Boardmember signature. Furthermore, all payments made

via ACH and check will continue to be documented on the Transaction Summary at each Board Meeting.

Excluded from the exhibit list are recurring payments made to CalPERS and fuel purchases. Both vendors require ACH payments and the District does not currently issue paper checks for these services.

ATTACHMENT(S):

1. Resolution No 2019 -

RESOLUTION NO. 19-##
**A RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING USE OF
AUTOMATED CLEARING HOUSE (ACH) PAYMENTS AND REQUIRING ONE
SIGNATURE ON CHECKS ISSUED FOR RECURRING SERVICES PROVIDED
TO THE DISTRICT**

WHEREAS, the Channel Islands Beach Community Services District (“District”) currently requires two signatures on checks for payments to vendors; and

WHEREAS, the District makes recurring monthly payments to several vendors which provide necessary services to the District; and

WHEREAS, the District would like to issue payments via ACH to expedite payment to avoid late charges and reduce staff time preparing payment; and

WHEREAS, the District would like to issue payments for regularly recurring services by check requiring only one signature; and

NOW THEREFORE RESOLVED, that the Board hereby authorizes the use of ACH payments and requires only one signature for checks issued for recurring payments for all vendor services contained in the attached hereto as Exhibit A and under the payment limit; and

IT IS FURTHER RESOLVED, that District staff will continue to submit payment with two authorized signatures for all vendor services not contained in Exhibit A.

Date: _____

KRISTINA BREWER
Channel Islands Beach Community Services District, Board President

BOB NAST
Channel Islands Beach Community Services District, Board Vice President

EXHIBIT A

RECURRING VENDOR SERVICES

Service	Vendor	Monthly Average	Transaction Limit
Printer maintenance	Document Systems	\$68.00	\$100.00
Regulatory sampling	Fruit Growers Lab	\$300.00	\$400.00
DSL / Analog Phone	Frontier	\$145.00	\$175.00
Printing	ImageSource - Copier	\$250.00	\$350.00
Check courier	Pacific Couriers	\$206.00	\$300.00
Postage machine	Pitney Bowes	\$165.00	\$250.00
Local TV service	Spectrum TV	\$47.00	\$60.00
Internet service	Spectrum Broadband	\$125.00	\$200.00
Equipment/supplies	Ace Hardware	\$300.00	\$500.00
Printer leasing	Xerox Financial	\$261.00	\$350.00
Cell phones/service	AT&T	\$600.00	\$750.00
Laundry	Mission Linen	\$225.00	\$300.00
Electric service	Edison – Sewer Stations	\$1,500.00	\$1,800.00
Union dues	SEIU Local 721	\$167.50	\$250.00
Electric service	Edison Office	\$300.00	\$400.00
Health Premiums	ACWA - Health	\$1,000.00	\$1,500.00
Supplemental Insur.	Aflac	\$236.00	\$1,000.00
Alarm Service	Bay Alarm	\$300.00	\$400.00



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Regular Board Meeting, March 12, 2019

To: Board of Directors
From: CJ Dillon, *Office Manager*
Subject: Exercise Option for Auditing Services
Item No. E-3

RECOMMENDATION:

1. Exercise Option for 3-year extension to retain Teaman, Ramirez and Smith, Inc. for Auditing Services

FINANCIAL IMPACT: Nominal increases to auditing rates will be programmed into future budgets.

BACKGROUND/DISCUSSION:

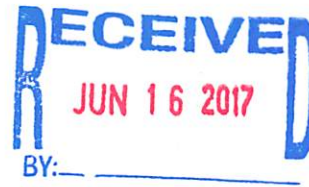
The District annually retains the services of an external auditor to fulfill its financial reporting requirements. The annual audit provides an objective and independent examination of the District's use of ratepayer funds. Since 2005, the District has retained Teaman, Ramirez & Smith, Inc (TRS) to perform annual auditing services. Although TR&S has been repeatedly retained by the District, new personnel has been performing the annual audit. As a common practice and to maintain compliance with State Law, the partner assigned to the District's audit rotates every two years.

In 2008, the District issued a request for proposals for auditing services. TRS was selected as a qualified respondent and lowest cost option for the District. District staff has been satisfied by the quality of work produced by TRS, under the supervision of Mr. Rick Gallo. Mr. Gallo has been instrumental when updating staff on new reporting requirements and making internal control recommendations.

In 2017, the District approved an agreement with TR&S for a term of two years, with an option to extend an additional three years. TRS costs for auditing services remains competitive and represents a slight increase from the first two years of the agreement. For the first two years of the extension the cost for the audit will increase to \$17,000 per year and will ultimately increase to \$17,500 for FY 2021-2022. The schedule of fees for each fiscal year is shown in Attachment 1. Staff recommends exercising the option with TR&S for auditing services through FY 2021-2022.

ATTACHMENTS:

1. Fee Schedule for Auditing Services



June 15, 2017

Jared Bouchard, General Manager
Channel Islands Beach Community Services District
353 Santa Monica Drive
Oxnard, California 93035-8598

Dear Jared:

Pursuant to your request, we are pleased to submit this proposal to perform the audit of the Channel Islands Beach Community Services District financial statements for the years ending June 30, 2018 to June 30, 2019 with the option of a three year extension for the fiscal years ending June 30, 2020 to June 30, 2022. This proposal was made, based on our conversations with you recently, with the understanding that the District wishes to comply with Generally Accepted Accounting Principles (GAAP).

We propose the following fees:

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Audit	\$ 16,500	\$ 16,500	\$ 17,000	\$ 17,000	\$ 17,500
Total Fees	<u>\$ 16,500</u>	<u>\$ 16,500</u>	<u>\$ 17,000</u>	<u>\$ 17,000</u>	<u>\$ 17,500</u>

This takes into consideration experience gained over the years working with the District's staff and refinements to the District's accounting system. The above fees also takes into consideration the scope of the engagement at this time, while recognizing your needs may change through time. Should your needs change during any of the time referred to above, we would be happy to discuss how we might help.

The aforementioned fees do not include a Single Audit required by federal funding. If the District reaches the expenditure of federal funds threshold (\$750,000 of federally funded expenditures) requiring a Single Audit for a particular year, there will be an additional fee of \$3,800 for that year.

We can appreciate your concern over any costs incurred by the District and would be happy to talk to you personally and explain in more detail our position regarding this matter.

Sincerely,

Teaman, Ramirez & Smith, Inc.

Richard A. Teaman
Certified Public Accountant



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Regular Board Meeting, March 12, 2019

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Allocation Ordinance Update
Item No. F-1

INFORMATION:

Item to be delivered via verbal presentation.



Board of Directors:

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Regular Board Meeting, March 12, 2019

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: PHWA Agenda Review
Item No. F-2

INFORMATION:

The following items are slated for consideration at the next PHWA Board Meeting. The following is not an official agenda or notice and is subject to change.

Date: Monday, March 18, 2019

Time: 4:00 PM

Location: City Council Chambers - 250 North Ventura Road, Port Hueneme, CA 93041

Items for Consideration:

1. BWRDF Operational Report
2. Update on Groundwater Sustainability Plan Development
3. Enrollment in Cooperative Purchasing program with Sourcewell/Gordian