



Board of Directors:

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

PETE MARTINEZ
Interim General Manager

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

BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

NOTICE IS HEREBY GIVEN that the Board of Directors of the Channel Islands Beach Community Services District will hold A Regular Meeting beginning at 6:00 PM on Tuesday, July 9, 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 –June 2019
3. Minutes
 - a. June 11, 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.	01580-01	\$31.32	\$131.24	\$162.56
b.	16200-02	\$68.28	\$218.74	\$287.02
				\$449.58

D. OPERATIONS AND MAINTENANCE REPORT:

E. CLOSED SESSION:

1. **PUBLIC EMPLOYMENT** (Gov. Code § 54957(b)(1))54957(b)(1).
Title: Interim General Manager

F. ACTION CALENDAR:

1. Interim General Manager: The Board will review and approve Interim General Manager contract.
 Recommendation:
 1) Board Discretion
2. Appointment of Executive Advisory Committee
 Recommendation:
 1) Appoint Executive Advisory Committee for the Interim General Manager
3. Bad Debt Write-Off
 Recommendation:
 1) Approve Bad Debt Write-Off from FY 2017/2018 to be written off in FY 2018/2019
4. 2019 CSDA Board of Directors, Election, (Seat B) Coastal Network – 2020-2022
 Recommendation:
 1) Consider candidates for the California Special Districts Association (CSDA) Board of Directors and select a candidate to represent Coastal Network, Seat B
 2) Direct the Office Manager to respond to the online ballot with the Board of Directors choice of candidate

G. INFORMATION CALENDAR:

1. Transition Plan for New Monthly Billing Schedule

2. Teaman, Ramirez and Smith Engagement Letter
3. Annual Drinking Water Quality Report
4. PHWA Agenda Review
5. Report from Board Members of any meeting or conference where compensation from the District for attendance was received

H. BOARD MEMBER COMMENTS:

I. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

AGENDA POSTING CERTIFICATION

This agenda was posted Wednesday, July 3, 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.

Peter Martinez

Pete Martinez
Interim 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

7/1/2019 3:57 PM

Register: 1002 · Checking Pacific Western

From 06/01/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/04/2019		QuickBooks Payroll ...	-split-	Created by Pay...	28,980.14			418,281.40
06/05/2019	To Print	Erika F Davis	-split-	Direct Deposit		X		418,281.40
06/05/2019	To Print	Akbar Alikhan	-split-	Direct Deposit		X		418,281.40
06/05/2019	To Print	Carol J Dillon	-split-	Direct Deposit		X		418,281.40
06/05/2019	To Print	Casey D Johnson	-split-	Direct Deposit		X		418,281.40
06/05/2019	To Print	E.D. Brock	-split-	Direct Deposit		X		418,281.40
06/05/2019	To Print	Keila E Wilson	-split-	Direct Deposit		X		418,281.40
06/05/2019	To Print	Mark A Espinosa	-split-	Direct Deposit		X		418,281.40
06/05/2019	To Print	Peter A. Martinez	-split-	Direct Deposit		X		418,281.40
06/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/7			7,616.28	425,897.68
06/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/5			3,572.72	429,470.40
06/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/6			5,143.54	434,613.94
06/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/4			174.30	434,788.24
06/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/3			2,339.49	437,127.73
06/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/5			276.60	437,404.33
06/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/3			470.37	437,874.70
06/07/2019	ACH	Arco	4 - Maintenance Expen...	xxxx5251	1,071.68			436,803.02
06/07/2019	ACH	Document Systems, I...	6 - Administrative Exp...	98650	76.12			436,726.90
06/07/2019	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	0614762				436,726.90
06/07/2019	ACH	Cardmember Service	8000 - Suspense		4,471.68			432,255.22
06/07/2019	ACH	Mission Linen & Uni...	5 - Salaries & Benefits:...	212508	226.70			432,028.52
06/07/2019	ACH	Pitney Bowes Inc.	6 - Administrative Exp...	xxxx161506	496.77			431,531.75
06/07/2019	5778	A to Z Law, LLP	2000 - Accounts Payable		2,249.79			429,281.96
06/07/2019	5779	Aflac	2000 - Accounts Payable		235.70			429,046.26
06/07/2019	5780	ARC Document Solu...	2000 - Accounts Payable	Scan/Archive ...	887.38			428,158.88
06/07/2019	5781	Base Auto Parts	2000 - Accounts Payable		170.67			427,988.21
06/07/2019	5782	CIBCSA-Petty Cash	2000 - Accounts Payable		131.35			427,856.86
06/07/2019	5783	County of Ventura - ...	2000 - Accounts Payable		595.00			427,261.86
06/07/2019	5784	CUSI	2000 - Accounts Payable		100.86			427,161.00
06/07/2019	5785	Famcon Pipe and Su...	2000 - Accounts Payable		694.98			426,466.02
06/07/2019	5786	MARK ROWEN	2000 - Accounts Payable	CUSTOMER ...	6.00			426,460.02
06/07/2019	5787	Miguel Zavalza	2000 - Accounts Payable	office/pirkle park	225.00			426,235.02
06/07/2019	5788	Nationwide Retirement	2000 - Accounts Payable		1,993.83			424,241.19
06/07/2019	5789	Soares, Sandall, Bern...	2000 - Accounts Payable		1,025.00			423,216.19
06/07/2019	5790	Staples	2000 - Accounts Payable		136.93			423,079.26
06/07/2019	5791	Underground Service...	2000 - Accounts Payable		14.85			423,064.41
06/07/2019	5792	VCSDA	2000 - Accounts Payable	Akbar Alikhan/...	40.00			423,024.41
06/10/2019		QuickBooks Payroll ...	-split-	Created by Pay...	4,292.54			418,731.87
06/11/2019	5793	Badger Meter	2000 - Accounts Payable		1,785.34			416,946.53
06/11/2019	5794	IVR Technology Gro...	2000 - Accounts Payable		113.42			416,833.11

Channel Islands Beach 2013

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From 06/01/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/11/2019	5795	PHWA	2000 - Accounts Payable		54,009.53			362,823.58
06/11/2019	5796	Smartcover Systems	2000 - Accounts Payable		540.23			362,283.35
06/11/2019	5797	Sunbelt Rentals, Inc.	2000 - Accounts Payable		1,256.06			361,027.29
06/11/2019	5798	AWA	2000 - Accounts Payable	6/26/19 lunche...	140.00			360,887.29
06/11/2019	5777	Akbar Alikhan	-split-		10,332.63	X		350,554.66
06/14/2019	DEp	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/13			17,082.79	367,637.45
06/14/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/10			6,541.59	374,179.04
06/14/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/10			20,258.06	394,437.10
06/14/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/11			14,577.46	409,014.56
06/14/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/14			974.71	409,989.27
06/17/2019	ACH	CalPers	-split-	Medical Insura...	10,224.31			399,764.96
06/18/2019		QuickBooks Payroll ...	-split-	Created by Pay...	18,707.96			381,057.00
06/19/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/19			2,892.70	383,949.70
06/19/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/18			22,220.20	406,169.90
06/19/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/18			137.00	406,306.90
06/19/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/17			18,854.91	425,161.81
06/19/2019	DD	Carol J Dillon	-split-	Direct Deposit		X		425,161.81
06/19/2019	DD	Casey D Johnson	-split-	Direct Deposit		X		425,161.81
06/19/2019	DD	E.D. Brock	-split-	Direct Deposit		X		425,161.81
06/19/2019	DD	Erika F Davis	-split-	Direct Deposit		X		425,161.81
06/19/2019	DD	Jared Bouchard	-split-	Direct Deposit		X		425,161.81
06/19/2019	DD	Keila E Wilson	-split-	Direct Deposit		X		425,161.81
06/19/2019	DD	Mark A Espinosa	-split-	Direct Deposit		X		425,161.81
06/19/2019	DD	Peter A. Martinez	-split-	Direct Deposit		X		425,161.81
06/19/2019	5799	Kristina N Brewer	-split-		277.05			424,884.76
06/19/2019	5800	Marcia L Marcus	-split-		369.40			424,515.36
06/19/2019	5801	Robert T Nast	-split-		369.40			424,145.96
06/19/2019	5802	Sean Debley	-split-		323.22			423,822.74
06/21/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/20			70.00	423,892.74
06/21/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 6/20			150.00	424,042.74
06/21/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/20			2,654.32	426,697.06
06/21/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/20			23,252.46	449,949.52
06/21/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/18			400.00	450,349.52
06/21/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/19			287.58	450,637.10
06/21/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/18			917.54	451,554.64
06/21/2019	5803	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 4/16/19 t...	43,444.78			408,109.86
06/21/2019	5804	Gannett Fleming, Inc.	2000 - Accounts Payable		9,576.25			398,533.61
06/21/2019	5805	Leo Martinez	2000 - Accounts Payable	Office Staff t-S...	283.60			398,250.01
06/21/2019	5806	Nationwide Retirement	2000 - Accounts Payable	pr pd 6/1/19 to ...	2,125.28			396,124.73
06/21/2019	5807	Philip's Janitorial Ser...	2000 - Accounts Payable		256.25			395,868.48

Channel Islands Beach 2013

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From 06/01/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/21/2019	5808	Port Hueneme Marin...	2000 - Accounts Payable		166.79			395,701.69
06/21/2019	5809	Prime Masonry Mate...	2000 - Accounts Payable		248.68			395,453.01
06/21/2019	5810	Sam Hill & Sons, Inc.	2000 - Accounts Payable	C. I. Bridge rep...	14,650.33			380,802.68
06/21/2019	5812	Ventura County Star	2000 - Accounts Payable	annual newspa...	494.25			380,308.43
06/21/2019	5813	CIBCS-D-Petty Cash	2000 - Accounts Payable		174.72			380,133.71
06/22/2019	5811	Karpet King	2000 - Accounts Payable	office carpets	463.65			379,670.06
06/25/2019	ACH	FGL Environmental I...	1 - Water System Expe...	# 907191A	146.00			379,524.06
06/25/2019	ACH	Spectrum	6 - Administrative Exp...	cable	48.98			379,475.08
06/25/2019	ACH	SCE- Office	-split-		135.32			379,339.76
06/25/2019	ACH	Spectrum	6 - Administrative Exp...	internet	224.98			379,114.78
06/25/2019	ACH	So. California Edison...	2 - Sewer System Expe...	04	148.58			378,966.20
06/25/2019	ACH	SEIU, Local 721	*2020 - Payroll Liabilit...	June 2019 Dues	167.50			378,798.70
06/25/2019	ACH	FGL Environmental I...	1 - Water System Expe...	906990A	146.00			378,652.70
06/25/2019	ACH	AT & T	6 - Administrative Exp...	June 1st	510.50			378,142.20
06/25/2019	ACH	Pacific Couriers	6 - Administrative Exp...	6/1/2019	222.15			377,920.05
06/25/2019	ACH	Tampa Hardware 2	-split-		396.69			377,523.36
06/25/2019	ACH	Frontier	6 - Administrative Exp...	805-985-1651	283.01			377,240.35
06/25/2019	ACH	ImageSource	6 - Administrative Exp...	949811	289.01			376,951.34
06/25/2019	ACH	Xerox Financial Serv...	6 - Administrative Exp...	1646411	285.91			376,665.43
06/25/2019	ACH	FGL Environmental I...	1 - Water System Expe...	905595A	146.00			376,519.43
06/25/2019	ACH	FGL Environmental I...	1 - Water System Expe...	906260A	146.00			376,373.43
06/27/2019	ACH	Cardmember Service	5 - Salaries & Benefits:...	CUSI Conf.	1,650.00			374,723.43
06/28/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/27			3,222.02	377,945.45
06/28/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/4			200.00	378,145.45
06/28/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/24			248.00	378,393.45
06/28/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/25			160.68	378,554.13
06/28/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/25			4,652.00	383,206.13
06/28/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/24			8,419.80	391,625.93
06/28/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/24			6,150.49	397,776.42
06/28/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/25			120.00	397,896.42
06/28/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 6/26			111.07	398,007.49

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, June 11, 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 Marcus, Director Bouchard, 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 Debley was absent.

B. PUBLIC COMMENTS:

None.

C. CONSENT CALENDAR:

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

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

D. Public Hearing:

1. Final Proposed FY 2019-2020 Budget

President Brewer opened and conducted the public hearing. General Manager Alikhan presented the FY 2019-2020 proposed budget for adoption. There was no public testimony and President Brewer closed the public hearing. Director Bouchard made the motion to adopt the Final Proposed FY 2019-2020 Operating and Capital Budget and Director Marcus seconded the motion. The motion passed collectively.

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

2. Public Hearing on Water rates pursuant to Proposition 218 (California Constitution, article XIID). ORDINANCE 91 CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT 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.

President Brewer opened and conducted the public hearing. General Manager Alikhan explained Ordinance 91 will be amending fees and regulations within the District in accordance with the Proposition 218 Notice.

General Manager Alikhan stated the District received no protest letters. There was no public testimony and President Brewer closed the public hearing. Director Bouchard made the motion to adopt Ordinance 91 and President Brewer seconded the motion. The motion passed.

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

Office Manager CJ Dillon performed the second and final reading of Ordinance 91 in title only.

3. Public Hearing on Solid Waste Service Rates pursuant to Proposition 218 (California Constitution, article XIID). ORDINANCE 92 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

President Brewer opened and conducted the public hearing. General Manager Alikhan explained Ordinance 92 was in accordance with the Prop 218 notice and includes a 3% increase in solid waste rates. General Manager Alikhan stated that there were no protest letters. There was no public testimony and President Brewer closed the public hearing. Director Bouchard made the motion to adopt Ordinance 92 and Director Nast seconded the motion. The motion passed.

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

Office Manager CJ Dillon performed the second and final reading of Ordinance 92 in title only.

E. OPERATIONS AND MAINTENANCE REPORT

Deputy General Manager/ Operations Manager Pete Martinez using a PowerPoint presentation focused on the month's main tasks which included the repair of a water main break over Memorial Day weekend, the completion of the Annual Water Quality report, the CCTV project being at 90% completion and updates on the final phase of the Smart Meter Project.

F. CLOSED SESSION:

General Counsel announced the Board went into Closed Session at 6:41 p.m.

**1. PUBLIC EMPLOYMENT (Gov. Code § 54957(b)(1))54957(b)(1).
Title: Office Manager**

**2. PUBLIC EMPLOYMENT (Gov. Code § 54957(b)(1))54957(b)(1).
Title: General Manager**

General Counsel announced the Board was back in Open Session at 7:47 p.m. Board met with General Counsel on two closed session items. There was Board discussion. No Board action taken at the time.

G. ACTION CALENDAR:

1. Office Manager: The Board will discuss and consider revisions to the existing contract with the District's Office Manager.

General Counsel stated that the Board has in their packet a contract for Office Manager CJ Dillon and there are two proposed changes. There are two suggested changes the Board discussed and would like to take to Open Session. First page 50 of packet section 10 E there is new language the Board may want to consider. Also, in section 6 compensation. Director Bouchard made the motion to approve and accept the language for section 10 E as proposed and a modification to compensation to reflect \$89,619.58. Director Marcus seconded the motion.

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

2. Employment/Appointment of Interim General Manager/Permanent General Manager. The Board will discuss how to proceed with filling the vacant General Manager position

General Counsel explained the second item was the General Manager position. First the Board needs to discuss and accept the resignation of General Manager Alikhan as tendered. Director Marcus made the motion to accept the resignation of General Manager Alikhan. President Brewer seconded the motion. The motion passed with a majority vote of 3.

Brewer, Nast, Marcus 3 - Yes
Bouchard 1 -No

General Counsel said there were options in the packet on how to go about the appointment of General Manager and there was Board discussion in closed session. Director Bouchard made the motion that provided he is willing to appoint current Deputy General Manager Pete Martinez as the Interim General Manager and that the Board establish a Ad Hoc Committee consisting of 2 Board Members and General Counsel to meet with Pete Martinez to discuss the details of the compensation and the period of time moving forward. Director Marcus seconded the motion. The motion passed.

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

President Brewer appointed Director Bouchard and Director Debley to the Ad Hoc

Committee and Director Marcus as the alternate.

Pete Martinez accepted the Interim General Manager position.

H. INFORMATION CALENDAR:

1. General Manager Alikhan said PHWA is planning on Adopting the 2019-2020 Budget. There will also be two Ops Reports at the meeting. They will be appointing two new Board Members on the AWA Board to fill the two vacancies.
2. Director Nast said he attended two VRSD meetings. They are reviewing the Budget.

I. BOARD MEMBER COMMENTS

Director Nast said Steve Weiss recommended fencing to keep sand from encroachment and forwarded the recommendation to the Harbor Department. The Harbor Department forwarded it to Staff for comment.

Director Marcus asked if anyone heard anything new about the enforcement of Temporary Rental Ordinance. There appears to be no signage.

President Brewer said the County is enforcing the Temporary Rental Ordinance. The process is you apply for the permit, the County inspects the property, if there are violations you have 14 days to fix them and then when you get approved the County gives you a sign for your property.

Director Marcus wished Akbar Alikhan the best and lots of luck in his new position.

President Brewer said she appreciated everything Akbar Alikhan has done.

Director Nast thanked Akbar Alikhan and said he was grateful to have Pete Martinez.

Director Bouchard said he wished Akbar Alikhan the best and believes he will go on to do great things.

J. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

General Counsel wished Akbar Alikhan the best.

General Manager said he thanked the Channel Islands Beach Community Services District Board and Staff.

The Board Meeting adjourned at 8:08 P.M.

Kristina Brewer, President



Board of Directors:

KRISTINA BREWER, President
BOB NAST, Vice President
MARCIA MARCUS, Director
JARED BOUCHARD, Director
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PETE MARTINEZ
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Regular Board Meeting, July 9, 2019

To: Board of Directors
From: Pete Martinez, *Interim General Manager*
Subject: Interim General Manager Employment Agreement
Item No. F-1

RECOMMENDATION:

1. Review and approve the Interim General Manager Employment Agreement. Board Discretion.

FINANCIAL IMPACT: No financial impact to the District as a result of the salary savings for the vacant Deputy General Manager / Operations Manager position.

BACKGROUND/DISCUSSION:

During the June 11, 2019 Board Meeting, a discussion was held to appoint the next General Manager, and the following options were considered: (a) appoint permanent General Manager and assign two Board members and counsel to negotiate a contract on the District's behalf; or (b) appoint Interim General Manager and consider permanent appointment at a later date; or (c) perform full advertisement and recruitment of candidates for General Manager position.

The Board optioned to appoint the Deputy General Manager as the Interim General Manager and create an ad hoc committee to negotiate a contract on the District's behalf. The Board appointed Director Bouchard and Director Debley to serve on the committee to negotiate the term and compensation for the Interim General Manager's Employment Agreement.

On June 14, 2019, the ad hoc committee, along with the District's legal counsel, met and agreed on the terms and compensation for the Interim General Manager Contract. The terms of the attached agreement shall be retroactive to June 12, 2019, and be for a period of four (4) months, unless extended in writing as agreed upon by both the Interim General Manager and the District. The attached agreement outlines the additional duties and compensation contained in the Martinez Employment Contract as the Interim General Manager but otherwise mirrors the previous employment agreement.

ATTACHMENT(S):

1. Interim General Manager Employment Agreement

Channel Islands Beach Community Services District
INTERIM GENERAL MANAGER AGREEMENT
PETE MARTINEZ

This Employment Agreement ("Agreement") is entered into by and between Pete Martinez ("Martinez"), an individual, and the Channel Islands Beach Community Service District ("District"), a government entity formed under Section 61000 of the California Government Code.

RECITALS

WHEREAS, Martinez has served as the District's Deputy General Manager/Operations Manager since January 8, 2018 pursuant to an employment agreement attached hereto as Exhibit A; and

WHEREAS, the District's General Manager submitted his resignation effective June 11, 2019, which resignation was accepted by the Board of Directors of the District at the regularly scheduled board meeting of June 11, 2019; and

WHEREAS, the Board of Directors of the District appointed Martinez as the acting Interim General Manager of the District at the board meeting of June 11, 2019, effective June 12, 2019; and

WHEREAS, the Board of Directors of the District directed staff to negotiate and prepare an Interim General Manager contract with Martinez;

NOW, THEREFORE, in consideration of the mutual promises and valuable considerations set forth herein, the parties agree as follows:

1. The parties agree that that the terms and conditions of the Employment Agreement attached hereto as Exhibit A between the District and Martinez shall remain in full force and effect except as hereby amended.
2. The term of this interim contract shall be for a period of four (4) months, unless extended in writing as of agreed upon by both Martinez and the District.
3. During the term of this Interim Agreement, the salary to be paid to Martinez shall be \$114,000 retroactive to June 12, 2019.
4. In addition to the duties contained in the Martinez Employment Contract attached as Exhibit A, Martinez shall assume the duties of the Interim General Manager which shall include:

Martinez as Interim General Manager shall be the chief administrative officer of the District, and is hereby designated as the person who shall have charge of, handle and has access to the property of the District. Martinez will be referred to as the General Manager and shall be responsible to the Board of Directors for the proper administration of all affairs of the District. Martinez shall have full charge and control of the maintenance, operations and construction of the water and wastewater systems and trash services under the operations control of the District and such other duties as may be assigned by the Board of Directors. To that end, Martinez shall have power and be required to:

- a. In accordance with applicable law, memoranda of understanding and individual employment agreements, appoint and, when necessary for the good of the District, discipline, suspend, or remove any employee of the District;
- b. Be responsible for the administration of the adopted annual budget of the District;
- c. Keep the Board of Directors advised as to the current financial condition and future needs of the District and make such recommendations as the General Manager may deem necessary or desirable;
- d. Review with the Board of Directors job descriptions and recommend a standard schedule of pay for each position in the district, including minimum, intermediate, and maximum pay rates;
- e. Recommend to the Board of Directors the adoption of such measures as the General Manager may deem necessary or expedient for the improvement of water, wastewater and trash services;
- f. Consolidate or combine positions, or reorganize staff responsibilities, after consultation with the Board of Directors, and act as the negotiator for the District in all employee matters and representations;
- g. Attend all meetings of the Board of Directors and District committees unless excused there from, and take part in the discussion of all matters coming before such meetings and represent the District with public agencies with whom the District conducts business;
- h. Implement the purchasing policies as adopted by the Board of Directors for the purchase of all materials, supplies and equipment for which funds are provided in the budget, let contracts necessary for the operation or maintenance of District services for amounts up to \$5,000.00 or such higher maximums as may be determined by resolution of the Board of Directors, receive bids for purchases or contracts in excess of such maximum and present them to the Board of Directors for approval. However, no purchase shall be made, contract let or obligation incurred for any item or service which exceeds the current budget appropriation without a supplemental appropriation by the Board of Directors. No Public Works contract for construction shall be let, except by authority of the board;
- i. Ensure that the provisions of all rules, resolution and ordinances of the District are duly carried out and enforced;

j. Investigate all complaints in relation to matters concerning the administration of the District, and ensure that all franchise, permits, and privileges granted by and to the District are faithfully observed; and

k. Devote his full time and attention to the discharge of the General Manager's duties, except that this provision shall be construed so as to permit Martinez to participate in community service activities which, in the opinion of the Board, do not constitute a conflict of interest and do not reasonably interfere with the performance of the General Manager's Duties, District operations, or the District's reputation in the community.

5. Except for the purpose of inquiry, the Board of Directors and its members shall deal with District personnel solely through the General Manager, and neither the Board of Directors nor any member thereof shall give orders to any subordinates of the General Manager, either publicly or privately. Further, neither the Board of Directors nor any of its members shall request or direct their General Manager to appoint, discipline or remove any person. Nonetheless, the Board of Directors or individual Board members may inform the General Manager about personnel matters of which they have knowledge.

6. Notwithstanding any other provision herein to the contrary, in case of a public emergency, the General Manager may, in accordance with applicable law, award contracts and incur expenses on behalf of the District for the purpose of meeting any such emergency, provided that the General Manager shall file promptly with the Board of Directors a report describing such emergency and the necessity for such action, together with an itemized account of all expenses incurred. A Public Emergency is defined as: "An emergency means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services, and further includes orders of a regulatory agency requiring immediate action or response and events requiring immediate response to avoid or to minimize the consequences of being in violation of a regulation."

7. The General Manager shall have the authority to approve contracts of up to \$5,000, including for consultant and professional services. The Board of Directors, however, shall be notified of such contracts and kept apprised of their progress.

Executed this _____ day of _____, 2019

Channel Islands Beach Community Services District

Board Chair

Pete Martinez

EXHIBIT A

Channel Islands Beach Community Services District

**PETE MARTINEZ
EMPLOYMENT AGREEMENT**

This Employment Agreement ("Agreement") is entered into by and between Pete Martinez ("Martinez"), an individual, and the Channel Islands Beach Community Service District ("District"), a government entity formed under Section 61000 of the California Government Code.

RECITALS

WHEREAS, the District Board of Directors has delegated the authority to hire and fire District employees to the District's General Manager; and

WHEREAS, the District's General Manager seeks to employ Martinez to serve as the District's Deputy General Manager/ Operations Manager; and

WHEREAS, Martinez seeks to accept employment with the District as Deputy General Manager/ Operations Manager;

NOW, THEREFORE, in consideration of the mutual promises and valuable consideration set forth herein, the receipt and adequacy of which is hereby acknowledged, the Parties hereto agree as follows:

**ARTICLE I
TERM OF EMPLOYMENT**

1. **Term**

Martinez will commence permanent full-time employment as the District's Deputy General Manager/ Operations Manager on January 8, 2018. This Agreement shall remain in effect until Martinez's employment with the District is terminated by either Party according to the provisions of Article V of this Agreement, or this Agreement is superseded by a new, fully executed employment agreement between the District and Martinez.

2. **Date of Hire**

Martinez's Date of Hire for all purposes shall be the date this Agreement is fully executed.

**ARTICLE II
DUTIES, RESPONSIBILITIES & EVALUATION**

3. **Supervision**

Martinez shall serve under the supervision and direction of the District's General Manager.

4. **Duties**

As the District's Deputy General Manager/ Operations Manager, Martinez shall:

- a. Supervise construction, maintenance, repair, and operations of the District's Water Distribution System;
- b. Supervise construction, maintenance, repair, and operations of the District's Sanitary Sewer System, including delegating duties to District employees, District contractors, issuing dig alerts;
- c. Coordinate construction projects involving other public agencies;
- d. Supervise all Water and Waste Water Operators who perform repair, maintenance, and modifications of the District's Water Distribution and Sanitary Sewer Systems;
- e. Supervise Customer Services for all District services at the direction of the General Manager;
- f. Supervise Operations Department that performs meter readings, prepares follow-up reports of suspected leaks to customers, customer service, follows-up on customer service calls, and takes necessary corrective action on customer service calls;
- g. Supervise all District water, waste water, and trash operations;
- h. Supervise District contractors providing service to District customers on District's behalf;
- i. Report on District operations to the General Manager;
- j. Assist the General Manager in contract negotiations, contract compliance maintenance, and quality service evaluations;
- k. Assist the General Manager in managing the District's water quality testing program and in preparing and submitting monthly water quality reports to the California Department of Health Services; and

1. Prepare Requests for Proposals and evaluate all submitted Proposals.

5. **Evaluation**

The General Manager will formally evaluate Martinez at the conclusion of a six-month probationary period and annually thereafter.

**ARTICLE III
COMPENSATION AND BENEFITS**

6. **Compensation**

- a. The District shall pay Martinez and Martinez shall accept for his services to the District, a base annual salary of \$91,008. The District shall pay Martinez such compensation in accordance with the provisions from time to time set forth by the District Board of Directors for the payment of compensation to employees of the District.
- b. Annually on Martinez's Date of Hire, Martinez's base salary shall be adjusted by the March to March Los Angeles Area Consumer Price Index ("CPI") factor.
- c. Any further increases in Martinez's base salary shall be limited to a merit-based percentage increase of no more than three percent (3%) annually. Such merit-based increases shall only be awarded by the General Manager.
- d. The District Board of Directors may deem fit in its sole and absolute discretion to award merit-based one-time salary bonuses. However, the award of such bonuses does not create a right to such bonuses in subsequent years.
- e. Martinez's compensation as the District's Deputy General Manager/ Operations Manager shall be governed solely by this Agreement and shall not be affected by any changes in the compensation or benefits of any other District employee.

7. **Holidays; Sick Leave**

Martinez shall have the same scheduled holidays as approved by the Board of Directors for District employees. Martinez shall accrue sick days as provided for other District employees.

8. **Vacation; Leave of Absence**

- a. Martinez shall have five (5) vacation days as of the Date of Hire.
- b. Martinez shall accrue additional vacation days at a rate of ten (10) days during his

first year of employment with the District.

- c. Martinez shall accrue additional vacation days at a rate of fifteen (15) days during subsequent years of employment after his first year of employment with the District.
- d. In the event of a foreseeable absence from his duties at the District, Martinez shall give the District's Board of Directors reasonable advance notice of the reason(s) for and the anticipated date(s) and duration of such absence.

9. **Insurance**

- a. Martinez shall be eligible to participate in the District's health, dental, vision, life and disability insurance on the same terms and conditions as these benefits are made available to other District employees.
- b. Any additional insurance benefits that may be granted to other District employees during the term of this Agreement shall also be granted to Martinez.
- c. If for whatever reason Martinez shall be ineligible for one or more of the District's insurance programs, the payments the District would normally make for that program on Martinez's behalf shall be paid to Martinez as additional compensation in lieu of the benefit, but said compensation shall not be considered part of Martinez's base annual salary as described in Paragraph 6 of this Agreement.
- d. If, at some subsequent time, Martinez regains eligibility for an insurance program for which he was formerly ineligible, the District shall enroll Martinez in the insurance program under the same terms and conditions as other District employees and shall discontinue payments of the any compensation in lieu of the benefit. The discontinuance of this compensation in lieu of a benefit shall not have any material impact on Martinez's base annual salary as described in Paragraph 6 of this Agreement.

10. **Educational Reimbursement**

- a. Martinez shall be eligible to receive up to \$8,000 in reimbursement per year for a period not to exceed 3 years for education costs associated with completing a Bachelor's and /or Masters Degree.
- b. Martinez shall be eligible to receive full reimbursement for education costs associated with completing any certification or training programs requested or required by the District.

11. **Retirement Contribution**

- a. The District will make every good faith and reasonable effort to enroll Martinez into the California Public Employees Retirement System (CalPERS) by March 1, 2018 and, if eligible the District shall enroll Martinez as a Classic PERS Member with a 2% at 55 retirement benefit. Both Parties acknowledge that the District's ability to do so may be limited because of how its employer status is interpreted by CalPERS. Upon the District's enrollment into CalPERS, the difference of 10% less the employer contribution, will be added to the Martinez's base salary as one-time permanent adjustment. For example, if CalPERS requires a 7% employer contribution, then Martinez's base salary will increase by the remaining 3%.
- b. If the District's enrollment into CalPERS is denied for any reason, the District shall deposit an amount equal to ten percent (10%) of Martinez's base salary into a 401a or 457 b account each year. A deposit shall be made on each regularly scheduled employee payroll date of the District reflecting ten percent (10%) of the amount of Martinez's base salary during that period.
- c. Until the District's enrollment of Martinez into CalPERS, whichever occurs earlier, the District shall deposit an amount equal to ten percent (10%) of Martinez's base salary into a 457b account each year. A deposit shall be made on each regularly scheduled employee payroll date of the District reflecting ten percent (10%) of the amount of Martinez's base salary during that period.

12. **Deferred Compensation**

In accordance with applicable law the Deputy General Manager/ Operations Manager shall be entitled to make additional deferrals to his Retirement Account (457 b account) from his base salary at his sole discretion.

13. **Travel and Expenses**

Martinez shall be reimbursed for all reasonable, necessary and ordinary Board approved travel expenses (trip report) incurred in connection with his duties, excluding travel between Martinez's home and the District office. Said expenses may include expenses incurred in connection with professional growth activities approved by the Board of Directors and/or the representation of the district at professional conferences and meetings. In the event of reimbursement for use of his private automobile for District business, the rate of reimbursement shall be at the then-current rate allowed by the Internal Revenue Service for business mileage deductions.

14. **Other Benefits**

Except as otherwise provided above, the District shall provide to Martinez the same fringe benefits which the District may, at any time or from time to time during the term of this Agreement, provide for other employees of the District, and upon the same terms and

conditions as those which apply to other employees of the District.

ARTICLE IV TERMINATION

15. **At-Will Employment**

Martinez's employment at the District is at-will and may be terminated by either party at any time for any reason or no reason upon written notice. Nothing in this Agreement shall prevent the District from terminating the Agreement and the services of Martinez at its sole discretion.

16. **Resignation**

- a. Martinez may resign at any time and for any or no reason and thereby terminate this Agreement.
- b. *Notice of Resignation.* Martinez shall attempt to provide the District with at least two (2) months written notice of his intent to resign. In the event that Martinez resigns, Martinez shall not be entitled to any severance pay from the District.

17. **Termination Without Cause**

- a. The District has the right to terminate its this Agreement at any time without any reason or providing any showing of cause.
- b. *Notice of Termination.* To affect a termination without cause, the District must provide Martinez a written Notice of Termination.
- c. *Termination Date.* The Notice of Termination shall specify the Termination Date which is the effective date of the termination. The Termination Date may be the same date as the Notice of Termination or some future date up to six (6) months from the date of the Notice of Termination.
- d. *Severance Pay.* In consideration of the District's right to terminate the Agreement at-will, Martinez shall receive severance pay equal to four (4) months of his regular base pay. The rate of base pay shall be the same for the entire period regardless of any increases that would have taken effect during the four-month period following the Termination Date if Martinez's employment with the District had continued. Severance pay shall be paid to Martinez no later than the Termination Date.
- e. *No Additional Benefits.* Martinez shall not earn any holiday, sick leave, retirement, vacation, educational reimbursement, or other benefits after the Termination Date.

- f. *No Appeal.* Martinez shall not be entitled to an appeal or hearing of any kind prior to or following termination without cause, regardless of any contrary District rule or policy applicable to other District employees.

18. **Termination for Cause**

- a. *Cause Defined.* "Termination for cause" shall include but not be limited to termination for Martinez's failure to perform his duties as set forth in this Agreement or disciplinary history.
- b. *Determination.* The District may terminate this Agreement at any time for cause, following a determination by the District's General Manager.
- c. *Notice of Termination.* To affect a termination for cause, the District must provide Martinez a written Notice of Termination for Cause. Martinez shall provide the Notice of Termination for Cause within three (3) business days of the General Manager's determination.
- d. *No Severance Pay.* In the event Martinez is terminated for cause, Martinez shall not be entitled to any severance pay.
- e. *Hearing.* The determination that Martinez has been terminated for cause shall—if requested by Martinez within 10 days of his receipt of the Notice of Termination for Cause—be subject to review in an evidentiary hearing before an administrative law judge selected by the Parties. At such hearing, the issue shall be limited solely to whether or not there is sufficient evidence to support a finding of termination for cause such that Martinez would not be entitled to any Severance Pay. The District shall bear the cost of such a hearing. If the administrative law judge determines there was no sufficient evidentiary basis for a termination for cause, Martinez shall be entitled to receive severance pay according to the provisions in Paragraph 17 of this Agreement. Under no circumstances shall Martinez be entitled to reinstatement to his position as a result of such hearing.

19. **Termination by Death or Incapacity**

- a. In the event Martinez is rendered unable to perform the essential functions of his position even with the help of reasonable accommodations because of Martinez's death, physical incapacity, or mental incapacity, this Agreement shall terminate.
- b. In the event of Martinez's death, the District shall pay the Severance pay according to the provisions in Paragraph 17 of this Agreement to Martinez's designee or estate.

20. **Relationship on Termination**

Except as expressly provided in this Agreement, neither the District nor Martinez shall owe

or have any obligations, responsibilities, or liabilities to the other party following the termination of this Agreement.

**ARTICLE V
GENERAL PROVISIONS**

21. Entire Agreement

This Agreement constitutes the entire agreement between the District and Martinez regarding Martinez's employment as the District's Deputy General Manager/ Operations Manager. This Agreement supersedes any and all other written or oral representations, inducements, promises, or agreements between the District and Martinez.

22. Modification

No change to any of the terms of this Agreement shall become effective unless it is in writing and until it is signed by the District and Martinez.

23. Severability

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

24. Choice of Law; Venue

This Agreement shall be interpreted and construed according to the laws of the State of California. The Parties agree that the venue for any litigation arising from this Agreement shall be the Superior Court of California, County of Ventura.

25. Fees, Costs & Expenses

If any legal action is necessary to enforce any provision hereof or for damages by reason of an alleged breach of any provision of this Agreement, the prevailing party shall be entitled to receive from the losing party all costs and expenses and such an amount as the court may adjudge to be reasonable attorney's fees.

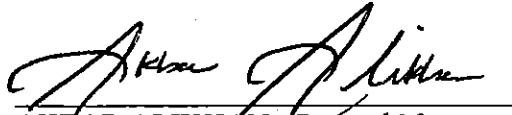
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on,
12/1/2017 at Oxnard, Ventura County, California



PETE MARTINEZ

12/1/2017

Date



AKBAR ALIKHAN, *General Manager*
Channel Islands Beach
Community Services District

12/1/2017

Date



Board of Directors:

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

PETE MARTINEZ
Interim General Manager

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A PUBLIC ENTITY SERVING CHANNEL ISLANDS BEACHES AND HARBOR · CIBCS.D.COM

Regular Board Meeting, July 9, 2019

To: Board of Directors
From: Pete Martinez, *Interim General Manager*
Subject: Appointment of Executive Advisory Committee
Item No. F-2

RECOMMENDATION:

1. Appoint Executive Advisory Committee for the Interim General Manager

FINANCIAL IMPACT: No financial impact to the District

BACKGROUND/DISCUSSION:

On June 11, 2019, the Board accepted the resignation of the current General Manager and optioned to appoint the Deputy General Manager as the Interim General Manager. During this period of transition, and in the absence of an Operations Manager, staff recommends appointing an Executive Advisory Committee. This committee would consist of two (2) Board Members that would be available as a resource to the Interim General Manager during this transitional period.

It is anticipated that this Executive Advisory Committee would be in place until a permanent General Manager is appointed or selected by the Board of Directors.

On June 14, 2019, the Board appointed ad hoc committee met with the Interim General Manager and Legal Counsel to negotiate the terms of the interim appointment. The agreed upon duration between the ad hoc committee and the Interim General Manager was a period of four (4) months. The appointment of the Interim General Manager is retroactive to June 12, 2019, and the term would likely terminate on or near the October 9, 2019 Board Meeting.

If approved, the Interim General Manager will have the ability to use the Executive Committee for consultation and advice during this transitional period.



Board of Directors:

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

PETE MARTINEZ
Interim General Manager

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Regular Board Meeting, July 9, 2019

To: Board of Directors
From: CJ Dillon, Office Manager
Subject: Bad Debt Write Off
Item No. F-3

RECOMMENDATION:

1. Approve Bad Debt Write Off from FY 2017/2018 to be written off in FY 2018/2019

FINANCIAL IMPACT: \$538.14 in uncollected accounts.

BACKGROUND: In October 2000, the Board of Directors adopted a District Policy for annual write-off of bad debt. This is performed at the end of every fiscal year in preparation for the District's annual audit.

DISCUSSION ANALYSIS:

This year the District will be writing off \$538.14 in bad debt. The amount that is written off consists of accounts where no payment has been received for the preceding 12-month period. The District will be writing off \$538.14 from FY 2017-2018 and will be recorded in the FY 2018-2019 audit. None of the \$538.14 in bad debt is from Harbor accounts. While these accounts will be written off by the District, they will continue to be pursued by our collection agency. This is the lowest amount that has been written off in over 20 years.



Board of Directors:

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

PETE MARTINEZ
Interim General Manager

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Regular Board Meeting, July 9, 2019

To: Board Of Directors
From: CJ Dillon
Subject: 2019 CSDA Board of Directors, Election, (Seat B) Coastal Network – 2020-2022
Item No. F-4

RECOMMENDATION:

1. Consider candidates for the California Special Districts Association (CSDA) Board of Directors and select a candidate to represent Coastal Network, Seat B
2. Direct the Office Manager to respond to the online ballot with the Board of Directors choice of candidate

FINANCIAL IMPACT: NONE

DISCUSSION ANALYSIS:

Our District Board of Directors is being asked to choose a candidate for the CSDA Board of Directors, (Seat B) Coastal Network – Term 2020-2022. The District is located within the Seat B jurisdiction and the CIBCSO Board needs to select one candidate. The candidates are Jeff Hodge, Santa Ynez Community District and John (Jack) Curtis, Ojai Valley Sanitary District.

Attachments

1. Candidate information
2. Electronic Ballot



**California Special
Districts Association**
Districts Stronger Together

2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jeff Hodge, SDA

District/Company: Santa Ynez Community Services District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 5.5 years

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I am currently the CSDA Vice-President and have been the Vice-Chair of the CSDA Legislative Committee for three years and was the CSDA Secretary for 2018. I am currently on the Santa Barbara Chapter of CSDA Board and was past president.

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

Association of California Water Agencies (ACWA), California Association of Sanitation Agencies (CASA).

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

None

- 4. List civic organization involvement:**

None

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**

Jeff is currently the General Manager of the Santa Ynez Community Services District and is the current CSDA Vice-President.

Jeff has been the Vice-Chair of the CSDA Legislative Committee for three years and was the CSDA Secretary for 2018.

Jeff received his Special District Administrator (SDA) certification in August 2018.

Jeff has a Bachelor of Arts degree in Political Science and a Master's degree in Business Administration.

He has over 20 years' experience managing Special Districts in Colorado, Arizona and California. He has managed special districts that provided Fire, Police, Water, Sewer, Trash, Cemetery, Roads, Street Lights, Parks and Recreation, and Drainage.

Jeff has a California Grade IV Wastewater Plant Operator certification.

He was appointed to an airport advisory board in Colorado and Arizona and is a two-time past president of different local Rotary Clubs and past President of the Santa Ynez Chamber.

He has experience in writing, introducing and shepherding legislation for Special Districts, permitting and constructing new water and wastewater facilities and upgrading existing facilities.

Jeff is married to Christine and has two daughters and two grandchildren.

Jeff enjoys flying, sailing, kayaking and exploring all the great things California and the world has to offer.

Jeff Hodge



2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John R. (Jack) Curtis

District/Company: Ojai Valley Sanitary District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 21 yrs. as staff & 13 yrs. as Director

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

N/A

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

CASA, CSDA Lions Clubs of America, Toastmaster, Wounded Warriors of America, Boy Scouts of America

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Assoc. of Water Agencies (Founded Director), Ventura County Special Districts Assoc. (Founding Director), LAFCO 9 years & current, Ventura River Water District (40 yrs), Ojai Valley Sanitary District

4. List civic organization involvement:

Ojai Valley Retired Mens Club, Nordhoff High School Booster Club, County Planning Program, Ventura County 2000 Planning Program

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.

JOHN R. (JACK) CURTIS

OJAI, CALIFORNIA 93023
(john.curtis@ojaisan.org)

I was elected to the Ojai Valley Sanitary District (OVSD) Board of Directors in December 2014; I previously served on this Board from 2002-2010. During my time on the OVSD Board I have served as Chair, Vice Chair, Board Secretary and Assistant Secretary, as well as serving on numerous board committees. Currently I also serve on the Ventura River Water District (VRWD) Board of Directors; I have served on the VRWD Board since 1978.

I have an extensive background in the construction industry, including participating in the construction of portions of the Ojai Valley Sanitary District's collection system in 1963-65. I and my family moved to the Ojai Valley in April 1962. I have been active in the community for many years; serving on numerous local boards and organizations. Currently I serve on the Ventura County Local Agency Formation Commission.

I am one of the founding Directors of the Ventura County Special Districts' Association (VCSDA) and the Association of Water Agencies (AWA) representing County Water Districts. I served nine years as a Director on the California Special Districts Association Board of Directors.



Home | How It Works | Logout C.J. Dillon

Electronic Ballot - 2019 CSDA Board of Directors Election, (Seat B) Coastal Network - Term 2020-2022

Please vote for your choice

Choose **one** of the following candidates:

- Jeff Hodge* - Santa Ynez Community District
- John (Jack) Curtis - Ojai Valley Sanitary District

Jeff Hodge* [\[view details\]](#)

John (Jack) Curtis [\[view details\]](#)

Continue

Cancel

Regular Board Meeting, July 9, 2019

To: Board of Directors
From: Pete Martinez, *Interim General Manager*
Subject: Transition Plan for New Monthly Billing Schedule
Item No. G-1

INFORMATION:

The following item outlines the District’s transition plan to a new monthly billing schedule.

BACKGROUND / DISCUSSION

At the May 14, 2019 Board Meeting, staff presented two (2) transition options for shifting to a new monthly billing schedule. The first option was a gradual transition over the course of 6-8 months, where the billing cycle would shift by a couple of days each month until the billing cycle began on the 1st of the month. The second option presented, which was approved by the board, was to make a one-time transition by issuing two bills to each customer in the same month.

This option will involve a one-time transition by issuing two bills to each customer in the same month. For example, customers will receive a bill for mid-month to mid-month usage (as is currently done), and then receive a second bill for mid-month to end-month usage. The following month’s billing period will then begin on the 1st of the month.

As a reminder, staff recommended executing the transition during the October to December 2019 timeframe, once summer water usage trends have subsided to minimize the financial impact to the District.

Transition Plan

Staff plans to implement the new billing schedule in accordance with the dates listed below:

Transitional Billing Period Dates	Bill Delivery Date
October 15 – November 15	December 1
November 15 – November 30	December 15
December 1 – December 31	January 7

- **Note:** All bills thereafter will be delivered by the 7th of each month to cover the 1st through the end of the month (28, 29, 30, or 31).

Community Outreach

Staff will outreach to the community utilizing the following tools to communicate most effectively with our customers:

- District website at www.cibcsd.com/billingschedule
- Bill inserts in September, October, and November with new billing schedule dates
- NextDoor posts
- Community Cleanup Event
- One-on-One customer conversations

Overall, transitioning to a true monthly billing cycle will enhance the customer understanding of the billing period and provide alignment of dates between the billing system and the Smart Meter interface.

June 11, 2019

Board of Directors
Channel Islands Beach Community
Services District
Oxnard, California

We are engaged to audit the financial statements of the Channel Islands Beach Community Services District (the "District") for the year ended June 30, 2019. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated June 11, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the District. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to *management's discussion and analysis, schedule of the District's proportionate share of the net pension liability - CalPERS pension plan, and schedule of contributions - CalPERS pension plan*, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the budgetary comparison schedules, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

As part of the audit, we assist with the preparation of the financial statements and related notes. However, this assistance does not constitute an audit under *Government Auditing Standards* and is considered nonaudit services. Management is responsible for overseeing and accepting responsibility for these services.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our final audit fieldwork on approximately October 21, 2019 and issue our report approximately in December 2019. Richard Teaman is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Teaman Ramirez & Smith, L.L.C.



Board of Directors:

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

PETE MARTINEZ
Interim General Manager

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Regular Board Meeting, July 9, 2019

To: Board of Directors
From: Pete Martinez, *Interim General Manager*
Subject: Annual Drinking Water Quality Report
Item No. G-3

INFORMATION:

Attachment Annual Drinking Water Quality Report



2018
Annual Drinking
Water Quality Report



2018 ANNUAL WATER QUALITY REPORT

The California State Water Resources Control Board (SWRCB) regulations require the Channel Islands Beach Community Services District (CIBCSD) send an annual Consumer Confidence Report to all customers regarding the quality of the water they received during the previous calendar year. CIBCSD tests its water as required by SWRCB regulations and reports these results to SWRCB each month. Additionally, triennial SWRCB inspections of the operational policies and procedures are conducted. All of this is done to ensure the safety of your drinking water.

The Port Hueneme Water Agency (PHWA) Water Treatment Facility (Port Hueneme Sub Regional Water Treatment Plant) is located at 5751 Perkins Road in Oxnard. PHWA is a Joint Powers Authority formed between the CIBCSD and the City of Port Hueneme. The PHWA is governed by a five-member Board of Directors consisting of three Port Hueneme City Council members and two members of the CIBCSD Board of Directors. Additional customers of the PHWA include the Naval Base Ventura County (NBVC) with installations at Port Hueneme and Point Mugu.

The CIBCSD and PHWA are committed to providing you with complete and accurate information regarding the safety of the water you drink. The CIBCSD Board meets on the second Tuesday of every month, usually at the District Office. The PHWA Board meets monthly at Port Hueneme City Hall and the public is welcome to attend both of these meetings.



PURPOSE OF THIS REPORT

This Annual Drinking Water Quality Report summarizes the 2018 water quality test results performed by the CIBCSD, PHWA, United Water Conservation District (United) and Calleguas Municipal Water District (Calleguas). It also includes details about where your water comes from, what it contains, and how it compares to State standards. Water constituents are listed under the appropriate water quality standard and include the maximum contaminant level, federal maximum contaminant level goal or the California public health goal, and the range of results. Water testing is routinely performed for bacteria and protozoan, disinfectant residual, minerals, radioactivity, inorganic and organic chemicals, and other water quality parameters.

WATER SOURCE

The supply water for the PHWA Treatment Plant comes from United and accounts for about 80 percent of PHWA's water supply. United water comes from groundwater located in the El Rio area of Ventura County. This water is pumped from wells drilled into the Oxnard and Fox Canyon aquifers. These two aquifers, which are naturally high in minerals, are fed by the Santa Clara River drainage basin. The drainage basin receives water from various sources such as rivers, streams, wastewater treatment plants, and agricultural runoff.

State water imported by the Metropolitan Water District of Southern California (MWD) is also used at the PHWA treatment plant. MWD water comes from the Sierra Nevada Mountains in northern California and is conveyed through the State Water Project's network of reservoirs, aqueducts, and pump stations. The State water is filtered and disinfected by MWD surface water treatment plants and brought into Ventura County by Calleguas. Calleguas brings the State water to the PHWA treatment plant where it is blended with the treated United water and then delivered to you. The blended water contains about 3 parts per million chloramines.



PHWA TREATMENT PLANT

The PHWA treatment plant, when operating, uses two different types of state-of-the-art membrane filtration technologies to treat the United water. These treatment techniques are known as reverse osmosis (RO), and nanofiltration (NF). These processes operate side-by-side and each one produces between 1 and 1.5 million gallons of high-quality drinking water every day. The treatment process softens the water received from United by lowering the mineral content and minimizes the corrosiveness of the water through the addition of sodium hydroxide. In addition, the water is disinfected using chloramines instead of chlorine. Chloramines have better taste, fewer odors, and reduce the formation of trihalomethanes in the water. Trihalomethanes are a known carcinogen. Home Kidney Dialysis Patients should consult with their physician before using chloraminated water in their machines. Fish owners - you must chemically remove the chloramines in the PHWA water when preparing your fish tank water.



IS MY TAP WATER SAFE TO DRINK?

YES! Your water is safe to drink and meets all US Environmental Protection Agency (EPA) and SWRCB water quality standards. The CIBCSD did not have any violations of any treatment, or reporting requirements during 2018. None of the constituents in the drinking water exceeded the maximum contaminant levels or action levels set by SWRCB or USEPA. The tables in this report list all the drinking water constituents that were detected during the most recent sampling period as required by SWRCB.

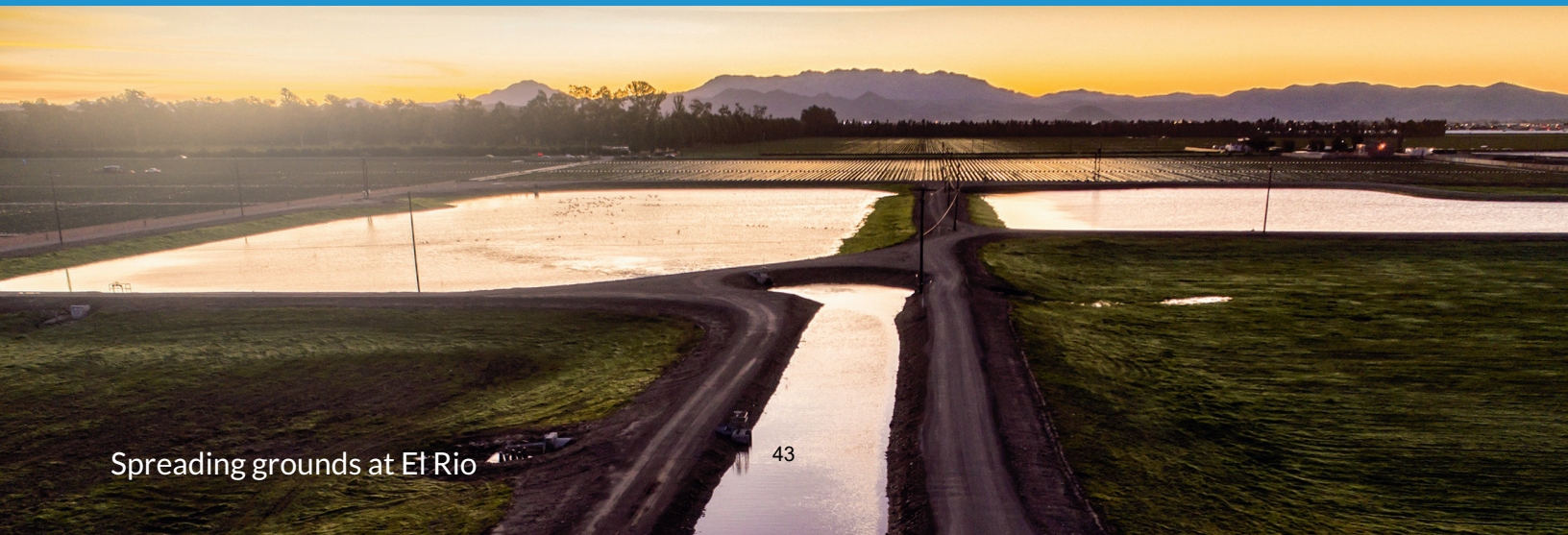


IS TAP WATER AS SAFE AS BOTTLED WATER?

The Food and Drug Administration (FDA), not the USEPA, regulates bottled water companies. The marketing of the bottled water companies has led consumers to believe that bottled water has higher quality standards than tap water. The FDA does not require bottled water companies to test for the same constituents (such as giardia and asbestos) that the USEPA requires for tap water. Also, the FDA does not have a prohibition on total coliform bacteria.

Total coliform bacteria are prohibited in tap water. The FDA does not regulate bottled water companies that bottle and package water within the individual states. It is the responsibility of each state to regulate its bottled water companies. This accounts for 60-70% of all bottled water companies. Fortunately, California is one of the more progressive states, but as with most of the states, there is a lack of resources, compared to that provided by USEPA for tap water, for the enforcement of bottled water regulations.

Several facts about bottled water versus tap water may be of interest to you. Bottled water companies are subject to less stringent regulations or regulations that are not enforceable. Therefore, they are not required to test their water as frequently or use certified laboratories for purity testing. In addition, they are not required to document whether any potential contamination sources may exist and records do not have to be kept for longer than 2 years. In addition, bottled water plant operators are not required to be state certified. On a positive note, nearly 25% of bottled water is, in fact, tap water! With that said, if you drink bottled water, do the research and educate yourself on the quality of your bottled water.



FACTS ABOUT LEAD IN DRINKING WATER

California's drinking water is generally at a low risk for lead contamination in drinking water. Water agencies that provide water to CIBCSD test their water in accordance to State and Federal laws to ensure it is safe to drink. Lead service lines are not common in California although homes that were built before 1986 may have used lead solder in the plumbing. CIBCSD, in accordance with State and Federal law, conducts in-home Lead and Copper testing every three years. The last testing cycle was in 2016. Lead and Copper testing will be performed again in August of 2019.

California reduced the lead content standard for drinking water plumbing from 4% to .25% in 2010 with AB 1953. The national "Get the Lead Out" law went into effect in 2014. Extensive testing to monitor lead in drinking water began in 1991 when the USEPA implemented the Lead and Copper Rule.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. CIBCSD is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants. If you are concerned about lead in your water you may wish to have your water tested.

Infants and young children are typically more vulnerable to lead in drinking water than the general population. It is possible that lead levels at your home may be higher than at other homes in the community as a result of materials used in your home's plumbing. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline at (800) 426-4791 or at www.epa.gov/lead.

WHY ARE CONTAMINANTS IN MY WATER?

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline. In order to ensure that tap water is safe to drink, the USEPA and SWRCB prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. California notification levels are available on the Department's website <http://www.waterboards.ca.gov>. SWRCB regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and some infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. The USEPA/Centers for Disease Control guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, wastewater plants and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity. Contaminants that may be present in source water before it is treated include the following:

- **Microbial Contaminants** - Viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife
- **Inorganic Contaminants** - Salts and metals can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming
- **Pesticides & Herbicides** - May come from a variety of sources such as agriculture, urban storm water runoff, and residential uses
- **Organic Chemicals** - Including synthetic and volatile organic chemicals, which are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, agricultural application, and septic systems
- **Radioactive Contaminants** - Can be naturally occurring or be the result of oil and gas production and mining activities

Radon

Radon is a radioactive gas that you cannot see, taste or smell. It is found throughout the U.S. Radon can move up through the ground and into a home through cracks and holes in the foundation. Radon can build up to high levels in all types of homes. Radon can also get into indoor air when released from tap water from showering, washing dishes and other household activities. Compared to radon entering the home through soil, radon entering the home through tap water will be a small source of radon in indoor air. Radon is a known human carcinogen. Breathing air containing radon can lead to lung cancer. Drinking water containing radon may also cause increased risk of stomach cancer. If you are concerned about radon in your home, you may test the air in your home. There are simple ways to fix a radon problem that are not too costly. For additional information call the EPA's Radon Hotline (800-SOS-RADON), or visit the California Department of Public Health's web site at www.cdph.ca.gov. You may also request an in home radon test kit from Alpha Energy Laboratories by calling (800) 324-5928.

District Maintenance Activities to Enhance Water Quality

During the summer of 2018 the District completed water main system cleaning throughout the residential distribution system by using a technology that pulls water through a series of filters and sends the filtered water back into the distribution system without wasting water. Even though the water flowing through the mains has already undergone treatment, water pipes need to be periodically cleaned to make sure sediment is removed.

During this Stage Two Water Supply Shortage this has proven to be a necessity to meet the State mandated water conservation goals. This process allows CIBCSD to clean distribution pipelines to enhance water quality without wasting water through fire hydrants onto the streets and into storm drains.



CIBCSD WATER CONSERVATION BEST PRACTICES

- Minimize watering between the hours of 9:00 a.m. and 4:00 p.m.
- Reduce outdoor watering during winter months
- Avoid excessive runoff
- Sweep hard or paved surfaces like driveways instead of washing down
- Repair leaks in a timely manner. Residents are only eligible for leak relief up to three business days from notification by CIBCSD
- When washing your vehicle, please use a spray nozzle to reduce water use

Additional Info:

www.epa.gov/watersense

www.bewaterwise.com

www.saveourh2o.org

Test results for the CIBCSD Public Water System and PHWA in the constituents table reflect test results of constituents that are subject to change within the CIBCSD water distribution system.

The logo features the word "SLOW" in large, dark grey, sans-serif capital letters. A blue water drop is positioned between the 'O's. Below "SLOW" is the word "THE" in small, green, sans-serif capital letters, followed by "FLOW" in large, green, sans-serif capital letters. A blue water drop is also positioned between the 'O's of "FLOW".

SLOW
THE **FLOW**

The text "EVERY DROP COUNTS!" is written in large, white, bold, sans-serif capital letters on a dark blue background.

**EVERY
DROP
COUNTS!**



CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT

2018 Annual Drinking Water Quality Report

Parameter	Units	State MCL [MRDL]	PHG (MCLG) [MRDLG]	State DLR	Range Average	Purchased	Purchased	BWRDF (Blended)	CIBCSD	Major Sources in Drinking Water	
						CMWD (Calleguas)	UWCD (United)				
Percent of Supply						17%	83%	100%	100%		
PRIMARY STANDARDS--Mandatory Health-Related Standards											
CLARITY (a)											
Combined Filter Effluent Turbidity	NTU	Highest Single Value TT = % of samples <0.3 NTU				0.06	0.53	0.2	0.2		Soil runoff
MICROBIOLOGICAL											
Total Coliform Bacteria	(b)	2 or 5.0%	(0)	--	Range Average	ND 0.0%	0.0% 0.0%	ND 0.0%	ND 0.0%	Naturally present in the environment	
Fecal Coliform and <i>E. coli</i>	(b)	(b)	(0)	--	Range Average	ND ND	ND ND	0 0	ND ND	Human & animal fecal waste	
INORGANIC CHEMICALS (Lead & Copper is analyzed every three years, our last sampling event was 2016)											
Aluminum	ppb	1000	600	50	Range Average	ND - 75 ND	0 0	NA NA	NA NA	Erosion of natural deposits; residue from some water treatment process	
Arsenic	ppb	10	0.004	2	Range Average	ND - 4.0 ND	4 - 6 5.0	NA NA	NA NA	Erosion of natural deposits; runoff from orchards; electronics production wastes	
Treatment-related Fluoride (c)	ppm	2.0	1	0.1	Range Highest RAA	0.6 - 1.0 0.7	0.6 0.6	0.47 - 0.99 0.79	NA NA	Water additive that promotes strong teeth	
Nitrate (as N)	ppm	10	10	0.4	Range Average	ND - 0.5 0.5	6.6 - 8.7 7.8	5.3 5.3	NA NA	Runoff & leaching from fertilizer use & sewage; erosion of natural deposits	
Selenium	ppb	50	30	5	Range Average	ND ND	21 - 28 24.5	NA NA	NA NA	Discharge from refineries, mines and chemical manufacturers, runoff	
RADIOLOGICALS (analyzed every three years, for four consecutive quarters (MWD sampled 2017, CMWD sampled 2017 and UWCD 2017))											
Gross Alpha Particle Activity	pCi/L	15	(0)	3.0	Range Average	ND - 3.0 ND	7.46 - 14.9 10.46	NA NA	NA NA	Erosion of natural deposits	
Uranium	pCi/L	20	0.43	1.0	Range Average	ND - 1.0 ND	2.32 - 5.68 3.6	NA NA	NA NA	Erosion of natural deposits	
DISINFECTION BY-PRODUCTS AND DISINFECTANT RESIDUALS											
Bromate (e)	ppb	10	0.1	1.0	Range Highest RAA	ND - 6.4 5.2	NA NA	NA NA	NA NA	By-product of drinking water disinfection	
Total Chlorine Residual (*)	ppm	[4.0]	[4]	--	Range Average	1.5 - 2.5 2.3	1.35 - 1.65 1.54	1.1 - 3.2 2.58	1.87 - 2.21 2.06	Drinking water disinfectant added for treatment	
Haloacetic Acids (f) (*)	ppb	60	--	1.0	Range Average	5.0 - 22.0 11.3	3 - 5 4	2 - 17 6.15	2 - 14 5.66	By-product of drinking water disinfection	
Total Trihalomethanes (f) (*)	ppb	80	--	1.0	Range Average	10.0 - 57.0 27.3	18 - 26 22.0	21 - 55 30.7	21 - 31 25	By-product of drinking water chlorination	
SECONDARY STANDARDS - Aesthetic Standards											
Manganese	ppb	50	NL = 500	20	Range Average	ND ND	0 - 20 0.37	ND ND	NA NA	Leaching from natural deposits	
Odor Threshold	TON	3	--	1	Range Average	1 - 4 2	0 0	1 1	NA NA	Naturally occurring organic materials	
Specific Conductance	µS/cm	1,600	--	--	Range Average	428 - 444 436	1210 - 1560 1508.3	611 611	NA NA	Substances that form ions when in water; seawater influence	
Sulfate	ppm	500	--	0.5	Range Average	43.0 - 46.0 44.0	473 - 538 512.17	129 129	NA NA	Runoff/leaching from natural deposits; industrial wastes	
Total Dissolved Solids	ppm	1,000	--	--	Range Average	236 - 254 243	1090 - 1150 1119.7	390 390	NA NA	Runoff/leaching from natural deposits	
Turbidity (monthly)	NTU	5	--	--	Range Average	ND ND	0.08 - 0.14 0.11	0.2 0.2	NA NA	Soil runoff	
ADDITIONAL PARAMETERS (Unregulated)											
Boron	ppm	NL=1	--	0.1	Range Average	0.1 0.1	0.6 0.6	0.5 0.5	NA NA		
Calcium	ppm	NS	--	--	Range Average	19 - 21 20	149 - 175 162	45 45	NA NA		
Chlorate	ppb	NL=800	--	20	Range Average	29 29	NA NA	NA NA	NA NA		
Chromium (Total)	ppb	50	NONE	10	Range Average	ND ND	0 - 5 2.5	NA NA	NA NA		
Corrosivity (g)	Al	NS	--	--	Range Average	12.0 12.0	12.2-12.6 12.4	12.2 12.2	NA NA		
Hardness (Total Hardness)	ppm	NS	--	--	Range Average	84 - 94 89	602 - 684 643	182 182	182 182		
Hardness (Grains per Gallon)	Grains	NS	--	--	Range Average	4.9 - 5.5 5.2	35.2 - 40 37.6	10.6 10.6	10.6 10.6		
Magnesium	ppm	NS	--	--	Range Average	9.5 - 9.9 9.7	56 - 60 58	17 17	NA NA		
pH	pH Units	NS	--	--	Range Average	8.4 - 8.5 8.5	7.2 - 7.9 7.55	8.1 8.1	NA NA		
Potassium	ppm	NS	--	--	Range Average	2.4 - 2.5 2.4	4 - 5 4.5	3 3	NA NA		
Radon	pCi/L	NS	--	100.0	Range Average	ND ND	0 - 508 283	NA NA	NA NA		
Sodium	ppm	NS	--	--	Range Average	45 - 46 46	96 - 101 98.5	56 56	NA NA		
Total Organic Carbon	ppm	TT	--	0.3	Range Average	2.0 - 2.6 2.6	0 - 1 0.65	NA NA	NA NA		
Tap water samples were collected for lead and copper analyses from sample sites throughout the community. Tap sampling is not required for CMWD, UWCD and BWRDF											
Substance (Unit of measure)	Year Sampled	AL	PHG (MCLG)	Amount Detected (90th%tile)	Sites Above AL / Total sites	Violation	Typical Source				
Copper (ppm)	2016	1.3	0.3	0.673	0 / 20	No	Internal corrosion of household plumbing systems; erosion of natural deposits leaching from wood preservatives				
Lead (ppb)	2016	15	0.2	0.0074	1 / 20	No	Internal corrosion of household water plumbing systems; discharges from industrial manufactures; erosion of natural deposits				

NOTES AND ABBREVIATIONS

CMWD (Calleguas) Calleguas Municipal Water District- Surface Water Source

UWCD (United) United Water Conservation District

BWRDF (Blended) Brackish Water Reclamation Demonstration Facility (BWRDF) -
Samples taken after Calleguas and United sources were blended

(a) The turbidity level of the filtered water shall be less than or equal to 0.3 NTU in 95% of the measurements taken each month and shall not exceed 1.0 NTU at any time.

(b) Total coliform MCLs: No more than 5.0% of the monthly samples may be total coliform positive (or 2 samples if a system collects less than 40 samples per month). Calleguas collects less than 40, Metropolitan collects greater than 40. Fecal coliform/E. coli MCLs: The occurrence of 2 consecutive total coliform positive samples, one of which containing fecal coliform/E. coli, constitutes an acute MCL violation. These MCLs were not violated in 2018.

(c) The Metropolitan Water District treats their water by adding fluoride to the naturally occurring level in order to help prevent dental cavities in consumers. The fluoride levels in the treated water are maintained within a range of 0.6 - 1.2 ppm, as required by Department regulations.

(d) The gross beta particle activity MCL is 4 millirem/year annual dose equivalent to the total body or any internal organ. The screening level is 50 pCi/L.

(e) Compliance for treatment plants that use ozone is based on a running annual average of monthly samples. UWCD water is not subject to these requirements.

(f) Compliance is based on a running annual average of quarterly distribution system samples.

(g) AI measures the aggressiveness of water transported through pipes. Water with AI <10.0 is highly aggressive and would be very corrosive to almost all materials found in a typical water system. AI > 12.0 indicates non-aggressive water. AI between 10.0 and 11.9 indicates moderately aggressive water.

For additional information or questions regarding this report, please contact CIBCSD at (805) 985-6021.



Board of Directors:

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

PETE MARTINEZ
Interim General Manager

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Regular Board Meeting, July 9, 2019

To: Board of Directors
From: Pete Martinez, *Interim General Manager*
Subject: PHWA Agenda Review
Item No. G-4

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, July 15, 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. Adoption of FY 2019 – 2020 Budget