



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 · CIBCS.D.COM

# BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

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**NOTICE IS HEREBY GIVEN** that the Board of Directors of the Channel Islands Beach Community Services District will hold A Regular Meeting beginning at 6:00 PM on Tuesday, September 10, 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 –August 2019
3. Minutes
  - a. August 13, 2019 Regular Board Meeting

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

	<b>Account Number</b>	<b>Water Relief</b>	<b>Sewer Relief</b>	<b>Total Relief</b>
<b>a.</b>	17360-01	\$102.84	\$251.55	\$354.39
<b>b.</b>	03580-02	\$17.46	\$65.62	\$83.08
				<b>\$437.47</b>

**D. PRESENTATION: Hueneme Foundation**

**E. OPERATIONS AND MAINTENANCE REPORT:**

**F. ACTION CALENDAR:**

**NONE**

**G. INFORMATION CALENDAR:**

1. Senate Bill No.998 – Discontinuation of Residential Water Service
2. Hollywood Station Sewer Improvements
3. PHWA Agenda Review
4. 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 Thursday September 5, 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](http://www.cibcsd.com).



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

9/5/2019 10:51 AM

Register: 1002 · Checking Pacific Western

From 08/01/2019 through 08/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/01/2019	ACH	Cardmember Service	-split-		4,619.02		198,181.74
08/01/2019	ACH	SEIU, Local 721	*2020 - Payroll Liabilit...	July Dues	167.50		198,014.24
08/07/2019	DEP	QB:DEPOSIT	3120 Sewer Revenues:...	Check from Ox...		449,123.78	647,138.02
08/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/1		1,006.12	648,144.14
08/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/6		8,607.53	656,751.67
08/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/15		3,820.83	660,572.50
08/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/5		676.17	661,248.67
08/07/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/7		2,908.30	664,156.97
08/09/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/9		10,309.95	674,466.92
08/09/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/9		396.69	674,863.61
08/09/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 8/8		150.00	675,013.61
08/09/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/8		100.97	675,114.58
08/09/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/8		8,071.00	683,185.58
08/09/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/8		463.78	683,649.36
08/13/2019	5877	Badger Meter	2000 - Accounts Payable		1,653.62		681,995.74
08/13/2019	5878	CIBCS-D-Petty Cash	2000 - Accounts Payable		376.32		681,619.42
08/13/2019	5879	County of Ventura - ...	2000 - Accounts Payable		505.00		681,114.42
08/13/2019	5880	County of Ventura - ...	2000 - Accounts Payable	Quarterly stmt. ...	420.16		680,694.26
08/13/2019	5881	CUSI	2000 - Accounts Payable		101.02		680,593.24
08/13/2019	5882	Diener's Electric, Inc.	2000 - Accounts Payable		242.00		680,351.24
08/13/2019	5883	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 6/16/19 t...	45,894.09		634,457.15
08/13/2019	5884	Ferguson Waterworks	2000 - Accounts Payable	New Saw	1,572.06		632,885.09
08/13/2019	5885	Gannett Fleming, Inc.	2000 - Accounts Payable		1,865.58		631,019.51
08/13/2019	5886	ImageSource	2000 - Accounts Payable		153.72		630,865.79
08/13/2019	5887	IVR Technology Gro...	2000 - Accounts Payable		101.47		630,764.32
08/13/2019	5888	Nationwide Retirement	2000 - Accounts Payable	Pr pd 7/27/19 t...	2,053.30		628,711.02
08/13/2019	5889	PHWA	2000 - Accounts Payable		58,998.54		569,712.48
08/13/2019	5891	Prime Masonry Mate...	2000 - Accounts Payable		253.91		569,458.57
08/13/2019	5892	Soares, Sandall, Bern...	2000 - Accounts Payable		800.00		568,658.57
08/13/2019	5893	Staples	2000 - Accounts Payable		152.42		568,506.15
08/13/2019	5894	Underground Service...	2000 - Accounts Payable		29.80		568,476.35
08/13/2019	5895	Vulcan Materials Co...	2000 - Accounts Payable		169.70		568,306.65
08/13/2019		QuickBooks Payroll ...	-split-	Created by Pay...	21,762.79		546,543.86
08/14/2019	ACH	FGL Environmental I...	1 - Water System Expe...	910207A	245.00		546,298.86
08/14/2019	ACH	FGL Environmental I...	1 - Water System Expe...	909269A	267.00		546,031.86
08/14/2019	ACH	FGL Environmental I...	1 - Water System Expe...	909643A	146.00		545,885.86
08/14/2019	ACH	Xerox Financial Serv...	6 - Administrative Exp...	1719700	260.91		545,624.95
08/14/2019	ACH	Mission Linen & Uni...	5 - Salaries & Benefits:...	July 2019	181.36		545,443.59
08/14/2019	ACH	Tampa Hardware 2	2 - Sewer System Expe...	July 2019	105.80		545,337.79
08/14/2019	ACH	Pacific Couriers	6 - Administrative Exp...	19-08-2004	222.15		545,115.64

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9/5/2019 10:51 AM

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From 08/01/2019 through 08/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/14/2019	ACH	AT & T	6 - Administrative Exp...	July 2019	530.85			544,584.79
08/14/2019	ACH	Arco	4 - Maintenance Expen...	July 2019				544,584.79
08/14/2019	To Print	Carol J Dillon	-split-	Direct Deposit		X		544,584.79
08/14/2019	To Print	Casey D Johnson	-split-	Direct Deposit		X		544,584.79
08/14/2019	To Print	E.D. Brock	-split-	Direct Deposit		X		544,584.79
08/14/2019	To Print	Erika F Davis	-split-	Direct Deposit		X		544,584.79
08/14/2019	To Print	Keila E Wilson	-split-	Direct Deposit		X		544,584.79
08/14/2019	To Print	Mark A Espinosa	-split-	Direct Deposit		X		544,584.79
08/14/2019	To Print	Peter A. Martinez	-split-	Direct Deposit		X		544,584.79
08/15/2019	ACH	FGL Environmental L...	1 - Water System Expe...	909917A	146.00			544,438.79
08/16/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/12			1,632.53	546,071.32
08/16/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/12			10,504.70	556,576.02
08/16/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/12			732.52	557,308.54
08/16/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/13			21,192.90	578,501.44
08/16/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/15			20,437.36	598,938.80
08/16/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/15			39,004.78	637,943.58
08/16/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/15			1,654.48	639,598.06
08/19/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Oxnard mo. py...			526.20	640,124.26
08/21/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/21			6,764.35	646,888.61
08/21/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/21			2,083.28	648,971.89
08/21/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/20			19,325.40	668,297.29
08/21/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/20			814.54	669,111.83
08/26/2019	5896	A to Z Law, LLP	2000 - Accounts Payable		572.00			668,539.83
08/26/2019	5897	CUSI	2000 - Accounts Payable		100.94			668,438.89
08/26/2019	5898	Famcon Pipe and Su...	2000 - Accounts Payable		57.92			668,380.97
08/26/2019	5899	Gannett Fleming, Inc.	2000 - Accounts Payable	Capital Improv...	10,487.75			657,893.22
08/26/2019	5900	JACKLIN AJEMIAN	2000 - Accounts Payable	CUSTOMER ...	6.07			657,887.15
08/26/2019	5901	National Meter & Au...	2000 - Accounts Payable		384.41			657,502.74
08/26/2019	5902	Nationwide Retirement	2000 - Accounts Payable	pr pd 8/10/19 t...	1,350.06			656,152.68
08/26/2019	5903	Port Hueneme Marin...	2000 - Accounts Payable		401.29			655,751.39
08/26/2019	5904	SANDRA ELLIOTT	2000 - Accounts Payable	CUSTOMER ...	36.89			655,714.50
08/26/2019	5905	SEIU, Local 721	2000 - Accounts Payable		167.50			655,547.00
08/26/2019	5906	Staples	2000 - Accounts Payable		96.73			655,450.27
08/26/2019	5907	VRSD	2000 - Accounts Payable		972.00			654,478.27
08/26/2019	5908	Western Alliance Bank	2000 - Accounts Payable	Principal/Intere...	302,398.53			352,079.74
08/26/2019	5909	XIO, Inc.	2000 - Accounts Payable		865.00			351,214.74
08/26/2019	5910	Xpress Lube	2000 - Accounts Payable	2015 Ford F-250	49.33			351,165.41
08/26/2019		QuickBooks Payroll ...	-split-	Created by Pay...	19,233.16			331,932.25
08/27/2019	ACH	So. California Edison...	2 - Sewer System Expe...	4473	383.26			331,548.99
08/27/2019	ACH	Bay Alarm Company	4 - Maintenance Expen...	6952 Cameras	94.50			331,454.49

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/27/2019	ACH	Spectrum	6 - Administrative Exp...	81819 Internet	224.98			331,229.51
08/27/2019	ACH	Spectrum	6 - Administrative Exp...	24284	48.98			331,180.53
08/27/2019	ACH	So. California Edison...	2 - Sewer System Expe...	6294	808.94			330,371.59
08/27/2019	ACH	So. California Edison...	2 - Sewer System Expe...	6591	575.09			329,796.50
08/27/2019	ACH	SCE- Office	-split-	1547	217.79			329,578.71
08/27/2019	ACH	Document Systems, I...	6 - Administrative Exp...	104604	76.12			329,502.59
08/27/2019	ACH	Frontier	6 - Administrative Exp...	DSL 1651	139.53			329,363.06
08/27/2019	ACH	FGL Environmental I...	1 - Water System Expe...	910563A	146.00			329,217.06
08/27/2019	To Print	Carol J Dillon	-split-	Direct Deposit		X		329,217.06
08/27/2019	To Print	Casey D Johnson	-split-	Direct Deposit		X		329,217.06
08/27/2019	To Print	E.D. Brock	-split-	Direct Deposit		X		329,217.06
08/27/2019	To Print	Erika F Davis	-split-	Direct Deposit		X		329,217.06
08/27/2019	To Print	Keila E Wilson	-split-	Direct Deposit		X		329,217.06
08/27/2019	To Print	Mark A Espinosa	-split-	Direct Deposit		X		329,217.06
08/27/2019	To Print	Peter A. Martinez	-split-	Direct Deposit		X		329,217.06
08/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/30			1,957.54	331,174.60
08/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/27			173.49	331,348.09
08/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/22			501.85	331,849.94
08/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/21			691.02	332,540.96
08/30/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 8/22			150.00	332,690.96
08/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/19			10,384.75	343,075.71
08/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/22			6,912.31	349,988.02
08/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/27			5,050.36	355,038.38
08/30/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 8/23			3,910.00	358,948.38

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, August 13, 2019

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

President Brewer called the meeting to order at 6:00 P.M. and led everyone in attendance in the Pledge of Allegiance. In attendance, Vice President Nast, Director Bouchard, Director Debley, Interim General Manager (IGM), Pete Martinez, Clerk of the Board, Erika Davis, General Counsel, John Mathews, and Office Manager, CJ Dillon.

Director Marcus was absent.

**B. PUBLIC COMMENTS:**

None.

**C. CONSENT CALENDAR:**

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

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

**D. CIBERT PRESENTATION:**

Janet Nichol, using a PowerPoint presentation, explained the CIBERT and CERT purpose and announced the upcoming Open House on October 26, 2019 from 10:00 a.m. to 2:00 p.m. Janet Nichol encouraged community members to join CIBERT and thanked the Board for supporting the CIBERT team.

**E. OPERATIONS AND MAINTENANCE REPORT:**

IGM Martinez presented the Operations and Maintenance Report. IGM Martinez, using a PowerPoint presentation, explained the month's tasks which included the tri-annual Lead and Copper testing, Staff's maintenance of the chlorine analyzer and creation of the chlorine analyzer Standard Operating Procedure, the Sewer Air vac repair, the plan to convert the Hollywood Station to a three phase power station, the yard maintenance performed by Staff, the meeting with City of Oxnard Public works regarding the median repair at Sunset and Las Palmas and thanked the City of Oxnard Public Works for replacing the backflow device and agreeing to maintain the median.

**F. ACTION CALENDAR:**

**1. Agreement for Geographic Information Systems (GIS) Services**

IGM Martinez explained Staff's recommendation is to approve the Agreement with ZWORLD for GIS Services. ZWORLD is a company in Santa Barbara that works with many local agencies providing GIS services to help implement and improve workflow processes such as the Computer Maintenance Management Program, a preventative maintenance program and converting CCTV video to document District assets. The CIBCSD has ownership of all the data and the monies have been already approved in the Capital Budget. This recommendation involves approving the agreement with ZWORLD GIS. Director Bouchard made the motion to move Staff's recommendation and approve the GIS Agreement with ZWORLD GIS and President Brewer seconded the motion. The motion passed.

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

**2. 2020 CASA Board of Directors, Approve the slate of Directors**

Office Manager CJ Dillon explained this Ballot was a yes or no Ballot to approve a slate of Directors for the CASA Board of Directors for 2020. President Brewer made the motion to mark yes and approve the slate of Directors for the CASA Board for 2020 and Director Bouchard seconded the motion. The motion passed collectively.

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

**G. INFORMATION CALENDAR:**

**1. PHWA Agenda Review- DARK**

IGM Martinez announced that PHWA is Dark in August. The next meeting will be in September where they plan on having a presentation from Gannet Fleming regarding the recent facilities condition assessment, discussing the PHWA Budget, and United will do a presentation on the Article 21 water.

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

None.

**H. BOARD MEMBER COMMENTS:**

Vice President Nast discussed his interest in PFA testing and asked IGM Martinez to report back to the Board regarding this issue after he attends the PFA workshop in October.



President Brewer said that the County of Ventura is enforcing the Temporary Rental Unit Ordinance. Code compliance is checking the vacation rentals and issuing violations.

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

IGM Martinez announced the Community Clean Up is September 14, 2019  
9:00 a.m. to 1:00 p.m.

IGM Martinez said that the Bewaterwise Rebate information was included in the last billing insert and is also on the District website.

IGM Martinez said that the United tour is tomorrow from 8:30 a.m. to 12:30 p.m.

IGM Martinez said the kick off meeting with Coastal Architects went well. The Community workshop is being planned and will be scheduled in September. He will let the Board know the outcome at the October Board Meeting.

The Board Meeting adjourned in memory of Jim Hensley, former Director, at 7:03 P.M.

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Kristina Brewer, President



Board of Directors:

KRISTINA BREWER, President  
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## Regular Board Meeting, September 10, 2019

**To:** Board of Directors  
**From:** Pete Martinez, *Interim General Manager*  
**Subject:** Senate Bill No. 998 – Discontinuation of Residential Water Service  
**Item No.** G-1

### INFORMATION:

Senate Bill 998, signed on September 28, 2018 by California Gov. Jerry Brown will impact existing practices, policies and procedures relating to delinquent accounts and discontinuation of water service by retail water purveyors. The new law applies to (1) urban and community water systems and (2) urban water suppliers. This bill will require the District to amend current policies and procedures related to the discontinuation of water service by February 1, 2020.

### DISCUSSION:

In summary, SB 998 mandates the following:

- A) Urban and community water systems must adopt written discontinuation policies that are available in English, Spanish, Chinese, Tagalog, Vietnamese, Korean and any other language spoken by 10 percent or more people within the system's service area. The policies must contain certain information (listed in Section 116906(a) of the Bill) and be posted on the urban and community water system's website.
- B) Urban and community water systems may not discontinue residential water service due to delinquent payment until payments are delinquent for at least 60 days. No less than 7 business days before discontinuation, the urban and community water system must attempt to provide notice to customers by telephone or in writing, and provide information about appeals, extensions and alternative repayment options which are listed in Section 116908(a) of the Bill. If the water system is not able to make contact with the customer or the mail is undeliverable, the urban and community water system must visit the residence and leave a notice in accordance with Section 116908. Discontinuance may not occur while an appeal is in process.
- C) Urban and community water systems may not discontinue residential water service of a customer or tenant of a customer if all of the following take place: 1) a primary care provider certifies that the discontinuation of water service will pose a serious or potentially fatal threat to a resident, 2) the customer demonstrates inability to pay within the normal billing cycle, and 3) the customer is willing to enter into an alternative payment arrangement.

A customer can demonstrate an inability to pay based on the receipt of certain public assistance by someone in the household, or a declaration from the customer that the household is below 200 percent of the federal poverty level. In exchange, the urban and community water system can pick from several payment alternatives listed in 116910(b). Ultimately, however, if the customer fails to abide by the payment alternatives, residential service can be discontinued but the customer must receive information about how to restore the services. For residential customers below the federal poverty line, reconnection service fees are reduced to \$50 if reconnection occurs during normal operating hours or \$150 after hours. Additionally, interest charges on delinquent bills are waived every 12 months.

- D) Landlord-tenant circumstances also governed by the Bill and should be consulted prior to situations where a landlord fails to pay a bill or a tenant intends on signing up for services which require credit checks, etc.

These new rules, and others contained in SB 998, are in addition to existing discontinuation of service requirements that apply to special districts that provide retail water service under Government Code section 60370, et seq.

Over the next couple months, staff will be working in coordination with District legal counsel to revise current policies, procedures, and the subject ordinance in order to comply with SB 998 by February 1, 2020.

**ATTACHMENTS:**

1. Senate Bill No. 998
2. CIBCSD Ordinance No. 81 (section 4.5)

## Senate Bill No. 998

### CHAPTER 891

An act to add Chapter 6 (commencing with Section 116900) to Part 12 of Division 104 of the Health and Safety Code, relating to water.

[Approved by Governor September 28, 2018. Filed with  
Secretary of State September 28, 2018.]

#### legislative counsel's digest

SB 998, Dodd. Discontinuation of residential water service: urban and community water systems.

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. Existing law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes.

Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including water corporations. Existing law requires certain notice to be given before a water corporation, public utility district, municipal utility district, or a municipally owned or operated public utility furnishing water may terminate residential service for nonpayment of a delinquent account, as prescribed.

This bill would require an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment available in prescribed languages. The bill would require the policy to include certain components, be available on the system's Internet Web site, and be provided to customers in writing, upon request. The bill would provide for enforcement of these provisions, including making a violation of these provisions punishable by a civil penalty issued by the board in an amount not to exceed \$1,000 for each day in which the violation occurs, and would require the enforcement moneys collected by the board to be deposited in the Safe Drinking Water Account. The bill would prohibit an urban and community water system from discontinuing residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. The bill would require an urban and community water system to contact the customer named on the account and provide the customer with the urban and community water system's policy on discontinuation of residential service for nonpayment no less than 7 business days before discontinuation of residential service, as prescribed.

This bill would prohibit residential service from being discontinued under specified circumstances. The bill would require an urban and community

water system that discontinues residential service to provide the customer with information on how to restore service. The bill would require an urban and community water system to waive interest charges on delinquent bills for, and would limit the amount of a reconnection of service fee imposed on, a residential customer who demonstrates, as prescribed, to the urban and community water system household income below 200% of the federal poverty line. The bill would require an urban and community water system that furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit structure, mobilehome park, or permanent residential structure in a labor camp, and that the owner, manager, or operator of the dwelling, structure, or park is the customer of record, to make every good faith effort to inform the residential occupants by written notice that service will be terminated and that the residential occupants have the right to become customers, as specified. The bill would require an urban and community water system to report the number of annual discontinuations of residential service for inability to pay on its Internet Web site and to the board, and the bill would require the board to post on its Internet Web site the information reported. The bill would require an urban water supplier, as defined, or an urban and community water system regulated by the commission, to comply with the bill's provisions on and after February 1, 2020, and any other urban and community water system to comply with the bill's provisions on and after April 1, 2020. The bill would provide that the provisions of the bill are in addition to the provisions in existing law duplicative of the bill and that where the provisions are inconsistent, the provisions described in the bill apply.

*The people of the State of California do enact as follows:*

SECTION 1. The Legislature finds and declares as follows:

- (a) All Californians have the right to safe, accessible, and affordable water as declared by Section 106.3 of the Water Code.
- (b) It is the intent of the Legislature to minimize the number of Californians who lose access to water service due to inability to pay.
- (c) Water service discontinuations threaten human health and well-being, and have disproportionate impact on infants, children, the elderly, low-income families, communities of color, people for whom English is a second language, physically disabled persons, and persons with life-threatening medical conditions.
- (d) When there is a delinquent bill, all Californians, regardless of whether they pay a water bill directly, should be treated fairly, and fair treatment includes the ability to contest a bill, seek alternative payment schedules, and demonstrate medical need and severe economic hardship.
- (e) The loss of water service causes tremendous hardship and undue stress, including increased health risks to vulnerable populations.
- (f) It is the intent of the Legislature that this act provide additional procedural protections and expand upon the procedural safeguards contained

in the Public Utilities Code and Government Code as of January 1, 2018, relating to utility service disconnections.

SEC. 2. Chapter 6 (commencing with Section 116900) is added to Part 12 of Division 104 of the Health and Safety Code, to read:

### Chapter 6. Discontinuation of Residential Water Service

116900. This chapter shall be known, and may be cited, as the Water Shutoff Protection Act.

116902. For the purposes of this chapter, the following definitions apply:

(a) "Board" means the State Water Resources Control Board.

(b) "Public water system" has the same meaning as defined in Section 116275.

(c) "Residential service" means water service to a residential connection that includes single-family residences, multifamily residences, mobilehomes, including, but not limited to, mobilehomes in mobilehome parks, or farmworker housing.

(d) "Urban and community water system" means a public water system that supplies water to more than 200 service connections.

(e) "Urban water supplier" has the same meaning as defined in Section 10617 of the Water Code.

116904. (a) An urban water supplier not regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020.

(b) An urban and community water system regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020. The urban and community water system regulated by the Public Utilities Commission shall file advice letters with the commission to conform with this chapter.

(c) An urban and community water system not described in subdivision (a) or (b) shall comply with this chapter on and after April 1, 2020.

116906. (a) An urban and community water system shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

(1) A plan for deferred or reduced payments.

(2) Alternative payment schedules.

(3) A formal mechanism for a customer to contest or appeal a bill.

(4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

(b) The policy shall be available on the urban and community water system's Internet Web site, if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

(c) (1) The board may enforce the requirements of this section pursuant to Sections 116577, 116650, and 116655. The provisions of Section 116585

and Article 10 (commencing with Section 116700) of Chapter 4 apply to enforcement undertaken for a violation of this section.

(2) All moneys collected pursuant to this subdivision shall be deposited in the Safe Drinking Water Account established pursuant to Section 116590.

116908. (a) (1) (A) An urban and community water system shall not discontinue residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. No less than seven business days before discontinuation of residential service for nonpayment, an urban and community water system shall contact the customer named on the account by telephone or written notice.

(B) When the urban and community water system contacts the customer named on the account by telephone pursuant to subparagraph (A), it shall offer to provide in writing to the customer the urban and community water system's policy on discontinuation of residential service for nonpayment. An urban and community water system shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(C) When the urban and community water system contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

- (i) The customer's name and address.
- (ii) The amount of the delinquency.
- (iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.
- (iv) A description of the process to apply for an extension of time to pay the delinquent charges.
- (v) A description of the procedure to petition for bill review and appeal.
- (vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of Section 116906.

(2) If the urban and community water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the urban and community water system shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the urban and community water system's policy for discontinuation of residential service for nonpayment.

(b) If an adult at the residence appeals the water bill to the urban and community water system or any other administrative or legal body to which such an appeal may be lawfully taken, the urban and community water system shall not discontinue residential service while the appeal is pending.

116910. (a) An urban and community water system shall not discontinue residential service for nonpayment if all of the following conditions are met:

(1) The customer, or a tenant of the customer, submits to the urban and community water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

(2) The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of Section 116906, with respect to all delinquent charges.

(b) (1) If the conditions listed in subdivision (a) are met, the urban and community water system shall offer the customer one or more of the following options:

(A) Amortization of the unpaid balance.

(B) Participation in an alternative payment schedule.

(C) A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.

(D) Temporary deferral of payment.

(2) The urban and community water system may choose which of the payment options described in paragraph (1) the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. An urban and community water system may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

(3) Residential service may be discontinued no sooner than 5 business days after the urban and community water system posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:



(A) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

(B) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

116912. An urban and community water system that discontinues residential service for nonpayment shall provide the customer with information on how to restore residential service.

116914. (a) For a residential customer who demonstrates to an urban and community water system household income below 200 percent of the federal poverty line, the urban and community water system shall do both of the following:

(1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, an urban and community water system shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

(2) Waive interest charges on delinquent bills once every 12 months.

(b) An urban and community water system shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

116916. (a) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(b) If an urban and community water system furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the urban and community water system shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become

customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

(c) The urban and community water system is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the urban and community water system's rules and tariffs. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the urban and community water system, or if there is a physical means legally available to the urban and community water system of selectively terminating service to those residential occupants who have not met the requirements of the urban and community water system's rules and tariffs, the urban and community water system shall make service available to those residential occupants who have met those requirements.

(d) If prior service for a period of time is a condition for establishing credit with the urban and community water system, residence and proof of prompt payment of rent or other credit obligation acceptable to the urban and community water system for that period of time is a satisfactory equivalent.

(e) Any residential occupant who becomes a customer of the urban and community water system pursuant to this section whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the urban and community water system for those services during the preceding payment period.

(f) In the case of a detached single-family dwelling, the urban and community water system may do any of the following:

(1) Give notice of termination at least seven days prior to the proposed termination.

(2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

116918. An urban and community water system shall report the number of annual discontinuations of residential service for inability to pay on the urban and community water system's Internet Web site, if an Internet Web site exists, and to the board. The board shall post on its Internet Web site the information reported.

116920. (a) The Attorney General, at the request of the board or upon his or her own motion, may bring an action in state court to restrain by temporary or permanent injunction the use of any method, act, or practice declared in this chapter to be unlawful.

(b) For an urban and community water system regulated by the Public Utilities Commission, the commission may bring an action in state court to restrain by temporary or permanent injunction the use by an urban and community water system regulated by the commission of any method, act, or practice declared in this chapter to be unlawful.

116922. All written notices required under this chapter shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the urban and community water system's service area.

116924. Where provisions of existing law are duplicative of this chapter, compliance with one shall be deemed compliance with the other. Where those provisions are inconsistent, the provisions of this chapter shall apply. Nothing in this chapter shall be construed to limit or restrict the procedural safeguards against the disconnection of residential water service existing as of December 31, 2018.

116926. This chapter does not apply to the termination of a service connection by an urban and community water system due to an unauthorized action of a customer.

O

**CIBCSO ORDINANCE NO. 81**

**AN ORDINANCE ESTABLISHING RULES, REGULATIONS AND POLICIES  
RELATED TO THE PROVISIONS OF WATER, WASTEWATER AND REFUSE  
SERVICES WITHIN THE SERVICE AREA OF THE CHANNEL ISLANDS BEACH  
COMMUNITY SERVICES DISTRICT**

**WHEREAS**, the Channel Islands Beach Community Services District (hereinafter "District") is empowered to provide a number of public services in accordance with provisions of California Government Code Section 61000, *et seq.*; and

**WHEREAS**, Government Code Sections 61060 and 61100 authorize the District to (1) supply the inhabitants of the District with water for domestic use, irrigation, sanitation, industrial use, fire protection and recreation, (2) collect, treat or dispose of sewage, wastewater, recycled water and storm water and, (3) collect or dispose of garbage and refuse matter; and

**WHEREAS**, Government Code Section 61115 provides that the District may prescribe, revise and collect rates or other charges for services that the District provides; and

**WHEREAS**, Government Code Section 61123 provides that the District may charge a fee to cover the cost of any service which the District provides or the cost of enforcing any regulation for which a fee is charged; and

**WHEREAS**, in accordance with Government Code Section 61123, no fee imposed by this Ordinance exceeds the costs reasonably borne by the district in providing the service or enforcing the regulation for which the fee is charged; and

**WHEREAS**, the District's Board of Directors conducted a duly noticed public hearing at a meeting of the Board of Directors on July 12, 2011 concluding in the adoption of Ordinance 81 establishing rules and regulations related to the District's provision of water, wastewater and refuse services; and

**WHEREAS**, the Board of Directors, exercising independent judgment, has determined that the provisions of this Ordinance pertaining to the approval of individual utility service connections and disconnections and rates, tolls, fares, or other charges of the District meet the criteria for Section 15268 and Section 15273 Statutory Exemptions, respectively, pursuant to the guidelines for implementation of the California Environmental Quality Act ("CEQA" [Public Resources Code §21000, *et seq.*]).

**NOW, THEREFORE**, be it ordained by the Board of Directors of the Channel Islands Beach Community Services District as follows:

1. **Recitals.** All recitals set forth are intended to be and hereby are specifically made part of this Ordinance.
2. **General Purpose.** The general purpose of this Ordinance is to establish rules, regulations and policies related to the District's provision of water, wastewater and refuse services, including the administration of District accounts.
3. **Findings.** The District Board of Directors finds that it is necessary to establish rules, regulations and policies related to the provision of District services and the administration of District accounts in order to: (1) Ensure adequate customer deposits are collected to minimize bad debt; (2) Protect District customers from Identity Theft; (3) Establish procedures for the disconnection of delinquent accounts; and, (4) Establish procedures for the activation of new accounts
4. **Deposits, Non-Payment, Delinquency Notices, Disconnection/Reconnection, Collection.**
  - 4.1. **Property Owner Defined.** For purposes of this Ordinance, the term "Property Owner" means the record owner of the subject property.
  - 4.2. **Owner Deposits.** All District Property Owners opening a new account with the District shall be required to pay \$150.00 deposit for residential service and \$300.00 for commercial service per account. This deposit will be returned to the Property Owner as a credit on the Property Owner's account when there has been 36 consecutive months of perfect payment history or the customer moves out. The 36-month perfect payment history would include the opportunity for one late fee waived per year per Resolution 05-01.
  - 4.3. **Returned Check Fees.** If any check rendered by any person for payment of District services for a specified property is returned to the District from a bank for any reason, including non-sufficient funds, the District shall charge a \$20 fee against the account of the Property Owner. If the Property Owner's account becomes delinquent as a result of the check being returned, the regular delinquency charges shall also apply.
  - 4.4. **Delinquency Charges and Notice.** Pursuant to Government Code Section 61115(a) (3) (C), service charges which remain unpaid by the 20<sup>th</sup> of the month shall be subject to a 10% basic penalty for the nonpayment of charges. The purpose of the delinquency charge is to help defray costs associated with the monitoring of delinquent District service accounts, preparing and mailing delinquency notices required by applicable State law, and staff time involved in further District service disconnection activities and payment collection efforts. The 10% delinquency charge will apply only to service accounts with outstanding balances over \$5.00, since the District has determined that it is not cost-effective to levy penalties on unpaid balances of \$5.00 or less.

Where payment for District services rendered to a specified property has not been received in the District office as of the close of the business on the 20<sup>th</sup> of the month, delinquency notices will be mailed to the address on record of the subject Property

Owner. Should the 20th of the month fall on a weekend or holiday when the District office is closed, then the payment deadline is extended to 5:00 p.m. of the next regular business day. The delinquency notice requires payment-in-full within fifteen (15) calendar days from the date of the delinquency notice. Failure to pay the outstanding bill by the end of the fifteen (15) day period subjects the Property Owner to service disconnection and payment collection efforts.

**4.5. Service Disconnection.** A final service turn-off report is generated and reviewed by a Customer Service Representative at the end of fifteen (15) calendar days from the date of the mailed delinquency notice. The Office Division Manager will review that report for accuracy and any special payment arrangements, and give final approval for door-hanger notices and the initiation of disconnection procedures. The minimum past due balance must exceed \$15.00 before a door-hanger notice of service disconnection is prepared by a Customer Services Representative and distributed as set forth below.

The Customer Services Representative will prepare a door-hanger notice for any Property Owner receiving District services whose service charges have not been paid by the date referenced above. The door-hanger notice serves as final notice of account delinquency, and informs the Property Owner that he/she will be subject to immediate service disconnection procedures should payment not be received within seventy-two (72) hours of the date shown on the door-hanger notice. The door-hanger notice specifies the amount of delinquent charges, non-payment penalty fees, and applicable disconnect/reconnect service charges. When a door-hanger is placed, an additional \$15.00 fee is applied to the Property Owner's account balance. In the event a door-hanger notice must be mailed overnight, an additional charge for that mailing will also be applied to the Property Owner's account balance. All applicable fees must be paid in order to avoid service disconnection and/or to restore those services in the event they are disconnected.

Door-hangers are normally placed by District staff in the morning on the day that they are scheduled by the Office Division Manager for distribution. If at the end of the 72-hour notice period specified in the door-hanger notice the amounts listed in the door-hanger notice remain unpaid, the property shall be subject to immediate service disconnection. If District service is disconnected, an additional regular reconnection service charge of \$50.00 and all outstanding balances shall be paid before service will be restored. If the Property Owner requests restoration of service outside of regular business hours, the fee to restore service shall be \$105.00, instead of the \$50.00 fee listed above, plus all other outstanding balances on the account.

**4.6. Additional Deposits.** In addition to the reconnection fee, the District may require all Property Owners that are disconnected for non-payment to place an additional \$50.00 (residential customers)/\$100.00 (commercial customers) on file in addition to the existing deposit for each occurrence of disconnection for non-payment. If no existing deposit is on file, then the District may require that the Property Owner pay the deposit amounts required in Section 4.2 above, plus any additional deposits required by this provision.

In addition to the above, if more than one NSF check in a 12 month period has been received for District services rendered to a property, the property owner will be required to pay an additional \$50.00 (residential deposit)/\$100.00 (commercial deposit) for each NSF check following the initial occurrence.

District services shall not be disconnected on weekends, legal holidays, or at any time when the District office is not open. Property Owners who have had their service disconnected for non-payment will be unable to reconnect without payment of all past due balances, delinquency penalties and applicable service disconnect/reconnect charges. The District, at its sole discretion, may require that any or all of these charges, be paid in cash and/or be paid at the District Office.

**4.7. Collection of Delinquent Charges.** The District may collect any delinquent District service charges from a Property Owner in any manner allowed by law, including, without limitation, collection on the Property Owner's tax bill in the same manner as property taxes. Prior to the District providing services to any property, a Parcel Owner shall be required to pay all unpaid District service charges related to subject property that have accrued during the period of the Property Owner's record ownership.

**4.8. Waiver of Deposit Requirements.** *The District General Manager is hereby authorized to waive any deposit requirement set forth in this Ordinance. A waiver may be granted in the sole discretion of the General Manager based upon factors including, without limitation, a Property Owner's service and payment history.*

**5. Provision of District Services to Tenants.** *The rules and regulations set forth in this Section 5 shall apply to residential and commercial properties occupied by persons other than the Property Owner except: (a) Residential multi-unit structures served through a master meter; (b) Commercial multi-unit structures served through a master meter; and, (3) Mobile home parks.*

**5.1. Owner's Responsibility.** *Pursuant to Government Code Section 61115 and this Ordinance, the Property Owner shall be responsible for the payment of all District service charges related to the subject property. A Property Owner's responsibility for District service charges is not relieved by either the fact that the charges were incurred and paid by a person or entity other than the Property Owner, or the fact that the services were instituted in the name of a person or entity other than the Property Owner.*

**5.2. Initiation, Modification and Termination of Tenant Service; Billing.** *The District shall not initiate, modify or terminate tenant service to a subject property without written authorization from the Property Owner or the Property Owner's authorized representative. All District services provided to a Property Owner's tenant shall be billed on the Property Owner's account. All bills for District services shall be sent to the property address in the name of the Property Owner (or other address as may be provided, in writing, by the Property Owner). At the Property Owner's request, and as a matter of convenience only, the District will send a duplicate copy of the bill to a tenant.*

*Nothing in this Ordinance shall relieve a Parcel Owner of responsibility for the timely payment of any District service charges related to a subject property.*

- 6. Identification Verification.** Prior to establishing, modifying or inquiring on any account held with District, individuals may be required to provide proof of identification consistent with the District's Identity Theft Policy adopted by the Board of Directors April 10, 2009, effective May 1, 2009.
- 7. Access to District Facilities.** *Property Owners shall be responsible for maintaining access to any water meter serving their property as set forth in this provision. An area 18" in all directions should be maintained free of shrubs, walls, planters, storage of materials or other obstructions where possible to ensure District staff reasonable access for the purpose of meter reading, maintenance and repair.*

  - 7.1. Enforcement.** *The District may, in the sole discretion of the General Manager, charge a Property Owner a \$25.00 administrative fee plus actual costs incurred by the District to correct a violation of Section 7. Prior to imposing any fees or costs on a Property Owner related to a violation of Section 7, the District shall provide the Property Owner with written notification of the violation and related fees and costs. The notification shall inform the Property Owner that he/she has ten (10) working days to either correct the violation or schedule a meeting with the District's General Manager to contest the violation. If a Property Owner fails to either correct or contest the violation within the ten (10) day period, the District may proceed to correct the violation. In the event the Property Owner contests the violation, the General Manager shall make a final determination on the merits. In the event the General Manager confirms the violation, the Property Owner shall have ten (10) days from that determination to achieve compliance, if the property owner fails to achieve compliance within the ten (10) day period the District may proceed to correct the violation. Nothing in this provision shall limit the right of the District to pursue any remedy provided to it by law for a violation of Section 7.*
- 8. Tampering with District Facilities.** *No one, except an authorized employee or representative of the District may, at any time and in any manner, operate, interfere, disrupt or tamper with the District's system or any related equipment, including, without limitation, District owned pipes, valves, meters or other appurtenances. Tampering includes but is not limited to removal of a District installed lock or tab on angle meter stops, operation of a District angle meter stop, destruction of the District meter box or the installation of unapproved pipes or devices in the meter box.*

  - 8.1. Enforcement.** *The District may, in the sole discretion of the General Manager, charge a Property Owner a \$25.00 administrative fee plus actual costs incurred by the District as a result of any tampering with the meter serving the property, including, without limitation, removal of or interference with District installed locks, tabs and/or angle stops. Prior to imposing any fees or costs on a Property Owner related to meter tampering, the District shall provide the Property Owner with written notification of the violation and related fees and costs. The notification shall inform the Property Owner*



that he/she has ten (10) working days to schedule a meeting with the District's General Manager to contest the violation. In the event the Property Owner contests the violation, the General Manager shall make a final determination on the merits. In the event the General Manager confirms the violation, the District may proceed to correct the violation. Nothing in this provision shall limit the right of the District to pursue any remedy provided to it by law for a violation of Section 8

9. **Severability Provision.** In the event that any section, clause or portion of this Ordinance is found to be invalid, the validity of the remaining sections of the Ordinance shall not be affected.
10. **Repeal of Ordinance No. 77.** As of the effective date of this Ordinance, District Ordinance No. 77 is hereby repealed in its entirety.
11. **Effective Date.** This Ordinance shall become effective thirty days from its adoption following the District's conformance with the procedures established by Government Code Section 25120 et seq.

**PASSED, APPROVED and ADOPTED** by the Channel Islands Beach Community Services District Board of Directors on this 12<sup>th</sup> day of July, 2011, by the following vote:

**AYES:** President Spiegel, Vice President Marcus, Director Koesterer, Director Estomo

**NOES:**

**ABSENT:** Director Moore

  
Ellen Spiegel, Board President

**ATTEST:**

  
Jared Bouchard, General Manager

**APPROVED AS TO FORM:**

  
JOHN MATHEWS, General Counsel



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, September 10, 2019

**To:** Board of Directors  
**From:** Pete Martinez, *Interim General Manager*  
**Subject:** Hollywood Station Sewer Improvements (CI 202)  
**Item No.** G-2

### INFORMATION:

The District owns and maintains a total of seven sewer lift stations throughout its service area. Of these seven lift stations, all operate on three-phase power with the exception of Hollywood Station. This station is unique and operates on single-phase power.

### DISCUSSION:

Historically, this station has been the most problematic of the seven stations related to the reliability of the pumps. When these single pumps fail, they are more costly to repair than three-phase pumps, there are long lead times for parts, and these pumps cannot be interchanged with any other pump from the six other stations. Over the past six months, staff has evaluated several different options to improve operational performance and reliability at Hollywood Station. These include the following options:

1. In coordination with Southern California Edison (SCE) install new electrical infrastructure (transformer, approx. 500 ft of conduit, etc.) to supply three-phase power to this location.
2. Install two single-phase to three-phase power converters recommended by Rockwell Engineering.
3. Install two drives that will serve as phase converters recommended by Rockwell Engineering, Gannett Fleming, and Diener Electric.
4. Status quo approach – minimal operational flexibility, costly repairs, long lead times for single-phase parts (14-16 weeks), higher risk of failure.

After consulting with electrical engineers and other professionals in the field, the consensus was to move forward with the most cost-effective (Option 3) to install two new drives that will serve as phase converters. By installing these drives, it will allow us to replace the existing single-phase pumps with new three-phase sewer pumps, as part of the Hollywood Station Improvements Project. It is important to note that during this transition, there will be no interruption in wastewater service.

**FINANCIAL IMPACT:**

There will be no financial impact to the District as these funds have been previously allocated and approved as part of the 5-year Capital Improvement Plan (CI-202) for Fiscal Year 2019-2020. The total cost to install the new variable frequency drives and the two new pumps is \$30,181.25.

**ATTACHMENTS:**

1. Rockwell Engineering - Quote for Pumps
2. Dieners Electric – Quote for VFDs



# ROCKWELL

ENGINEERING AND EQUIPMENT CO.

TUSTIN, CA 92782

## PUMP QUOTE

QUOTE DATE 8/18/2019  
 QUOTE # 37742  
 QUOTED BY ML

### CUSTOMER

CHANNEL ISLANDS BEACH  
 COMMUNITY SD  
 353 SANTA MONICA DRIVE  
 CHANNEL ISLANDS BEACH, CA 93035

### TERMS

### MANUFACTURER

**VAUGHAN**

ITEM	DESCRIPTION	QUANTITY	COST	Total
SE3F	VAUGHAN SUBMERSIBLE CHOPPER PUMP - 5 HP 1750 RPM 230V 3 PHASE MOTOR - 25' POWER CABLE - 3" X 4" ADAPTER BRACKET - REUSING FAIRBANKS CLAW - PERF: 250 GPM @ 23' TDH	2	10,250.00	20,500.00T
SHIPPING	SHIPPING CHARGES FOR 2 PUMPS  LEAD TIME: 5 - 6 WEEKS FOB: MONTESANO, WA	1	500.00	500.00
	SALES TAX - VENTURA CNTY		7.25%	1,486.25

PLEASE REMIT PAYMENT TO THE ABOVE ADDRESS.  
 TAXPAYER ID NUMBER; 33-0683738

**TOTAL** \$22,486.25

PHONE (714) 505-9700

FAX (714) 505-9800

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Lic. 289432

## QUOTE

Date: August 26, 2019  
To: Channel Island Beach District  
Attn: Pete Martinez  
Job: VFD Installation, Hollywood Lift Station

Provide labor and materials to install two variable speed drives to convert single-phase power to run two, three phase submersible pumps. Installation will consist of mounting variable speed drives in existing pump control enclosure, and hooking up new three phase pump motors. Electrical permits, submersible pumps, and overtime are not included.

VFD's Lead-time 2-3 weeks

Quote \$7,695.00

If quote is acceptable please sign, date, and return.

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

Thank you,  
David Romero



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, September 10, 2019**

**To:** Board of Directors  
**From:** Pete Martinez, *Interim General Manager*  
**Subject:** PHWA Agenda Review  
**Item No.** G-3

**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, September 16, 2019

**Time:** 4:00 PM

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

**Items for Consideration:**

1. Special Presentation: Article 21 Water (United Water Conservation District)
2. BWRDF Operational Report