



Board of Directors:

KRISTINA BREWER, President  
MICHAEL LEBOW, Vice President  
JARED BOUCHARD, Director  
SEAN DEBLEY, Director  
BOB NAST, Director

PETER MARTINEZ  
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 · CIBCSO.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 Board Meeting beginning at 5:00 P.M. on Tuesday April 9, 2024. **The meeting will be held at the Temporary District Office Conference Room, 2300 Roosevelt Blvd., 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 – March 2024
3. Minutes:
  - a. March 12, 2024, Regular Board Meeting
  - b. March 28, 2024, Facilities Committee 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>	00000159	\$32.38	\$80.58	\$112.96
<b>b.</b>	00000363	\$194.22	\$476.74	\$670.96
<b>c.</b>	08580-01	\$356.65	\$886.33	\$1242.98
<b>d.</b>	15441-03	\$29.49	\$100.72	\$130.21
<b>e.</b>	00000109	\$90.77	\$302.16	\$392.93
				\$2550.04

**D. ACTION CALENDAR:**

**1. DISTRICT ADMINISTRATION AND OPERATIONS FACILITY CONSTRUCTION UPDATE**

Recommendation:

- 1) Receive and File.

**2. AMENDMENT TO AGREEMENT WITH COASTAL ARCHITECTS**

Recommendation:

- 1) Consider and approve amendment to the agreement with Coastal Architects for an amount not to exceed \$33,436.

**3. PROPOSED METROPOLITAN WATER DISTRICT RATE INCREASE**

Recommendation:

- 1) Receive and File.

**E. INFORMATION CALENDAR:**

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

**F. BOARD MEMBER COMMENTS:**

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

## AGENDA POSTING CERTIFICATION

This agenda was posted Friday, April 5, 2024, 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 Lane
- Corner Store, 2425 Roosevelt Blvd.
- Temporary District Office, 2300 Roosevelt Blvd.

Agendas are also posted on the District's website at [www.cibcsd.com](http://www.cibcsd.com).

Peter Martinez  
General Manager

*Peter Martinez*

**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

4/2/2024 3:51 PM

Register: 1002 - Checking Pacific Western

From 03/01/2024 through 03/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/01/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		231.68	593,473.78
03/01/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,444.28	594,918.06
03/01/2024	8680	Robert Lostutter	2000 - Accounts Payable		3,298.36		591,619.70
03/01/2024	8685	Badger Meter	2000 - Accounts Payable		1,835.40		589,784.30
03/01/2024	8686	Underground Service...	2000 - Accounts Payable		25.75		589,758.55
03/01/2024	8687	XIO, Inc.	2000 - Accounts Payable		1,095.00		588,663.55
03/04/2024	ACH	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		1,027.25	589,690.80
03/04/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		2,724.55	592,415.35
03/05/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		362.00	592,777.35
03/05/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,493.30	594,270.65
03/05/2024	ACH	SEIU, Local 721	*2020 - Payroll Liabilit...	Py Pd 3-6-24	50.25		594,220.40
03/05/2024	8688	A to Z Law, LLP	2000 - Accounts Payable		3,000.00		591,220.40
03/05/2024	8689	Amazon Capital Serv...	2000 - Accounts Payable		1,180.14		590,040.26
03/05/2024	8690	Erika Davis	2000 - Accounts Payable	Initiation Fee a...	153.00		589,887.26
03/05/2024	8691	Michael K. Nunley ...	2000 - Accounts Payable		25,309.70		564,577.56
03/05/2024	8692	Oil Changer	2000 - Accounts Payable		49.37		564,528.19
03/05/2024	8693	United States Postal ...	2000 - Accounts Payable		5,000.00		559,528.19
03/06/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,206.50	561,734.69
03/06/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		3,649.89	565,384.58
03/06/2024	ACH	CalPERS	-split-	pypd 02-17-24 ...	3,669.99		561,714.59
03/06/2024	ACH	Nationwide Retirement	-split-	pypd 02-17-24 ...	2,538.40		559,176.19
03/06/2024	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	0702142	828.77		558,347.42
03/06/2024	ACH	Aflac	*2020 - Payroll Liabilit...	061667	210.74		558,136.68
03/06/2024	ACH	Arco	4 - Maintenance Expen...	3-3-24	211.14		557,925.54
03/06/2024	ACH	Tampa Hardware 2	2 - Sewer System Expe...	2-29-24 39	72.50		557,853.04
03/06/2024	8694	805 Cleaning Services	2000 - Accounts Payable		300.00		557,553.04
03/06/2024	8695	City of Oxnard	2000 - Accounts Payable		15,067.88		542,485.16
03/06/2024	8696	Miguel Zavalza	2000 - Accounts Payable		150.00		542,335.16
03/06/2024	8697	S.L. Leonard & Asso...	2000 - Accounts Payable		2,027.08		540,308.08
03/06/2024		QuickBooks Payroll ...	-split-	Created by Pay...	21,099.06		519,209.02
03/06/2024	To Print	Carol J Dillon	-split-	Direct Deposit		X	519,209.02
03/06/2024	To Print	E.D. Brock	-split-	Direct Deposit		X	519,209.02
03/06/2024	To Print	Erika F Davis	-split-	Direct Deposit		X	519,209.02
03/06/2024	To Print	Jesus Navarro	-split-	Direct Deposit		X	519,209.02
03/06/2024	To Print	Peter A. Martinez	-split-	Direct Deposit		X	519,209.02
03/06/2024	To Print	Erica M Pena	-split-	Direct Deposit		X	519,209.02
03/07/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,675.08	520,884.10
03/07/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,743.08	523,627.18
03/07/2024	8698	Michael Gallardy	2000 - Accounts Payable	Refund for cust...	1,113.47		522,513.71
03/08/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/7		2,644.35	525,158.06

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Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/08/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/4		2,109.26	527,267.32
03/08/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/8		400.00	527,667.32
03/08/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/8		510.00	528,177.32
03/08/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/8		958.00	529,135.32
03/08/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		474.19	529,609.51
03/08/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanoc		1,868.71	531,478.22
03/08/2024	8699	FGL Environmental I...	2000 - Accounts Payable		438.00		531,040.22
03/08/2024	8700	SSBP	2000 - Accounts Payable		1,246.60		529,793.62
03/11/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		829.10	530,622.72
03/11/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,296.02	533,918.74
03/11/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Correction	3.00		533,915.74
03/12/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		547.70	534,463.44
03/12/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		7,225.66	541,689.10
03/12/2024	ACH	AT & T	6 - Administrative Exp...	3-1-24	895.16		540,793.94
03/12/2024	ACH	Spectrum	6 - Administrative Exp...	3-1-24	412.78		540,381.16
03/12/2024	8701	City of Oxnard	2000 - Accounts Payable		1,127.50		539,253.66
03/12/2024	8702	CUSI	2000 - Accounts Payable		102.16		539,151.50
03/12/2024	8703	EJ Harrison & Sons, ...	2000 - Accounts Payable	Pr Pd 2-1-24 to...	50,775.91		488,375.59
03/12/2024	8704	Famcon Pipe and Su...	2000 - Accounts Payable		2,005.26		486,370.33
03/12/2024	8705	Golden State Copier	2000 - Accounts Payable		253.31		486,117.02
03/12/2024	8706	HACH Company	2000 - Accounts Payable	Clorine Analyzer	3,927.53		482,189.49
03/12/2024	8707	IVR Technology Gro...	2000 - Accounts Payable		102.40		482,087.09
03/12/2024	8708	net2phone	2000 - Accounts Payable		349.20		481,737.89
03/12/2024	8709	Pacific Couriers	2000 - Accounts Payable		316.75		481,421.14
03/12/2024	8710	PHWA	2000 - Accounts Payable		66,426.47		414,994.67
03/13/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/12		8,227.73	423,222.40
03/13/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/12		7,691.80	430,914.20
03/13/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/11		4,875.39	435,789.59
03/13/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,011.10	436,800.69
03/13/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		5,510.05	442,310.74
03/13/2024	8711	3905 OCEAN DRIV...	2000 - Accounts Payable	CUSTOMER ...	44.80		442,265.94
03/13/2024	8712	Coastal Architects	2000 - Accounts Payable		3,705.00		438,560.94
03/14/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		549.70	439,110.64
03/14/2024	8713	CUSI	2000 - Accounts Payable		22.50		439,088.14
03/14/2024	8714	net2phone	2000 - Accounts Payable		349.20		438,738.94
03/15/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/13		10,565.66	449,304.60
03/15/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/15		9,315.85	458,620.45
03/15/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		4,314.80	462,935.25
03/15/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		323.47	463,258.72
03/15/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		1,862.35	465,121.07

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/15/2024	ACH	Vanco Chrg	6 - Administrative Exp...		89.35			465,031.72
03/15/2024	ACH	Pacific Western	6 - Administrative Exp...	Analysis charge	167.73			464,863.99
03/18/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			724.02	465,588.01
03/18/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,437.73	469,025.74
03/19/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			400.79	469,426.53
03/19/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,642.03	472,068.56
03/19/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Pac West Draft			91,563.62	563,632.18
03/19/2024	RETCK	QB:Returned Item	1200 - Accounts Recei...	Draft return	400.00			563,232.18
03/19/2024	RETCK	QB:Returned Item	1200 - Accounts Recei...	Draft Return	550.00			562,682.18
03/19/2024	RETCK	QB:Returned Item	1200 - Accounts Recei...	Ackerman	42.96			562,639.22
03/19/2024	8719	Wex Bank	2000 - Accounts Payable		725.05			561,914.17
03/20/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/20			950.00	562,864.17
03/20/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,569.07	565,433.24
03/20/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Pac West Draf...			30,502.20	595,935.44
03/20/2024	ACH	CalPERS	-split-	Pay period 03-...	3,669.99			592,265.45
03/20/2024	ACH	Nationwide Retirement	-split-	Pay period 03-...	2,557.94			589,707.51
03/20/2024	ACH	CalPERS	-split-	3-14-24	11,089.77			578,617.74
03/20/2024	ACH	SEIU, Local 721	*2020 - Payroll Liabilit...	pr pd 3-2-24 to...	50.25			578,567.49
03/20/2024	RETCK	QB:Returned Item	1200 - Accounts Recei...	Zalman	156.81			578,410.68
03/20/2024		E.D. Brock	-split-	VOID: Direct ...		X		578,410.68
03/20/2024		QuickBooks Payroll ...	-split-	Adjusted for vo...	19,222.85			559,187.83
03/20/2024		QuickBooks Payroll ...	-split-	Created by Pay...	2,959.87			556,227.96
03/20/2024	8715	Kristina N Brewer	-split-		291.49			555,936.47
03/20/2024	8716	Michael Lebow	-split-		291.49			555,644.98
03/20/2024	8717	Robert T Nast	-split-		284.38			555,360.60
03/20/2024	8718	Sean Debley	-split-		145.75			555,214.85
03/20/2024	To Print	Carol J Dillon	-split-	Direct Deposit		X		555,214.85
03/20/2024	To Print	Erika F Davis	-split-	Direct Deposit		X		555,214.85
03/20/2024	To Print	Jared Bouchard	-split-	Direct Deposit		X		555,214.85
03/20/2024	To Print	Jesus Navarro	-split-	Direct Deposit		X		555,214.85
03/20/2024	To Print	Peter A. Martinez	-split-	Direct Deposit		X		555,214.85
03/20/2024	To Print	Erica M Pena	-split-	Direct Deposit		X		555,214.85
03/20/2024	To Print	E.D. Brock	-split-	Direct Deposit		X		555,214.85
03/21/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,084.76	556,299.61
03/21/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,950.18	559,249.79
03/21/2024	RETCK	QB:Returned Item	1200 - Accounts Recei...	Frazee	431.56			558,818.23
03/21/2024	8720	Famcon Pipe and Su...	2000 - Accounts Payable		2,250.33			556,567.90
03/21/2024	8721	Great American Fina...	2000 - Accounts Payable		189.82			556,378.08
03/22/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			247.04	556,625.12
03/22/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			247.04	556,872.16

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Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/22/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,319.18	559,191.34
03/22/2024	RETCK	QB:Returned Item	1200 - Accounts Recei...	Smith	550.00		558,641.34
03/25/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/25		550.00	559,191.34
03/25/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		292.43	559,483.77
03/25/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,768.53	563,252.30
03/25/2024	ACH	So. California Edison...	2 - Sewer System Expe...	3-14-24	1,267.31		561,984.99
03/25/2024	ACH	So. California Edison...	2 - Sewer System Expe...	3-14-24	1,601.70		560,383.29
03/25/2024	ACH	SCE- Office	4 - Maintenance Expen...	3-20-24	15.76		560,367.53
03/25/2024	ACH	So. California Edison...	2 - Sewer System Expe...	3-15-24	463.65		559,903.88
03/25/2024	8722	AWA	2000 - Accounts Payable	March 27, 202...	80.00		559,823.88
03/25/2024	8723	Base Auto Parts and ...	2000 - Accounts Payable		315.38		559,508.50
03/25/2024	8724	Famcon Pipe and Su...	2000 - Accounts Payable		769.52		558,738.98
03/25/2024	8725	FGL Environmental L...	2000 - Accounts Payable		301.00		558,437.98
03/25/2024	8726	Robert Lostutter	2000 - Accounts Payable	Rent & Utilities	3,316.82		555,121.16
03/25/2024	8727	Wilmington Trust, N...	2000 - Accounts Payable	Interest due on ...	30,665.63		524,455.53
03/26/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		599.59	525,055.12
03/26/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,233.54	527,288.66
03/27/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/27		6,018.14	533,306.80
03/27/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/25		2,683.91	535,990.71
03/27/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/25		21,698.15	557,688.86
03/27/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/18		18,562.06	576,250.92
03/27/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/19		14,107.54	590,358.46
03/27/2024	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/22		20,540.85	610,899.31
03/27/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		1,176.15	612,075.46
03/27/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		2,239.50	614,314.96
03/27/2024	ACH	QB:DEPOSIT	1200 - Accounts Recei...		30.35		614,284.61
03/27/2024	RETCK	QB:Returned Item	1200 - Accounts Recei...	Smith	550.00		613,734.61
03/27/2024	8728	AWA	2000 - Accounts Payable	4-18-24 Operat...	600.00		613,134.61
03/28/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		532.01	613,666.62
03/28/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		692.03	614,358.65
03/28/2024	8731	National Trench Safety	2000 - Accounts Payable		484.22		613,874.43
03/28/2024	8732	XIO, Inc.	2000 - Accounts Payable		16,662.00		597,212.43
03/29/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		393.01	597,605.44
03/29/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		670.82	598,276.26
03/29/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		806.50	599,082.76
03/31/2024	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		2,997.42	602,080.18

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, March 12, 2024

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

President Brewer called the meeting to order at 5:00 P.M. In attendance, Vice President Lebow, Director Bouchard, Director Nast, General Manager, Peter Martinez, General Counsel, Dennis McNulty, Clerk of the Board, Erika Davis, Office Manager, CJ Dillon, and Operations Manager Jesus (Chuy) Navarro.

**Director Debley was absent.**

**B. PUBLIC COMMENTS:**

None.

**C. CONSENT CALENDAR:**

Vice President Lebow made the motion to approve the Consent Calendar. President Brewer seconded the motion. The motion passed.

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

**D. ACTION CALENDAR:**

**1. SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SERVICE AGREEMENT WITH XIO INC. (2-YEAR TERM)**

General Manager Martinez explained that in 2018 the District purchased and invested \$150,000 in the XIO supervisory control and data acquisition (SCADA) system. XIO has now implemented a new business model changing the terms of the service agreement. Staff 's recommendation is to approve the new service agreement with XIO in the amount of \$30,324 for a 2-year term. There was no public comment. President Brewer made the motion to approve Staff's recommendation. Vice President Lebow seconded the motion. The motion passed.

**ROLL CALL VOTE:**

Brewer: YES, Lebow: YES, Bouchard: YES, Nast: YES 4 - Yes 0 -No



**E. INFORMATION CALENDAR:**

1. Annual Audit Letter

Office Manager Dillon stated that this was an annual letter that the State required be distributed to the Board.

2. Building Update

General Manager Martinez showed an overview of the building progress. General Manager Martinez stated that for the project the Board approved 3.2 million and at this point the District has been billed \$914,148. General Manager Martinez stated the project is at 28% completion.

3. District Strategic Planning

Using a PowerPoint presentation, General Marinez explained the District strategic planning process and provided a timeline (see attached).

4. Report from Board Members for any meeting or conference where compensation for attendance was received.

Vice President Lebow and Director Bouchard attended the Port Hueneme Water Agency (PHWA) meetings in January and February. Vice President Lebow and Director Bouchard reported that the first meeting was mostly Closed Session. The last meeting addressed reorganization and Vice President Lebow was elected President of PHWA.

Director Nast attended Ventura Regional Sanitation District (VRSD) meetings and reported the discussion regarding implementation of a new SCADA system and suggested General Manager Martinez meet with the VRSD's General Manager Chris Theisen to share information.

**F. BOARD MEMBER COMMENTS:**

Director Bouchard attended a Ventura County Air Pollution Control District Board meeting. The December 21<sup>st</sup> storm destroyed the shoreside power system in the Port of Hueneme which caused 40 million in damage.

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

General Counsel had no comment.

General Manager Martinez said the City of Oxnard is conducting a sewer relocation project near Los Feliz Street and La Crescenta Street.

General Manager Martinez reported that last week ten interviews took place to fill the two vacant Operations positions. General Manager Martinez said they were all great candidates, and a decision should be made by the end of this month.

The Board Meeting adjourned at 5:35 p.m.

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Kristina Brewer, President

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
FACILITIES COMMITTEE MEETING, March 28, 2024

**A. APPROVE THE FACILITIES COMMITTEE MEETING AGENDA:**

The Facilities Committee Agenda was approved, and the meeting was called to order at 3:00 p.m. In attendance Director Debley, Director Lebow, General Manager, Peter Martinez, Office Manager, CJ Dillon, Operations Manager, Jesus (Chuy) Navarro, Clerk of the Board, Erika Davis, Construction Manager Managing Principal & CEO S.L. Leonard & Associates, Inc., Sean Leonard, and Construction Manager Principal S.L. Leonard & Associates, Inc., Michael Iwuchukwu.

**B. BUILDING IMPROVEMENT UPDATE:**

General Manager Martinez said that the construction began on October 2, 2023, and as of February 29, 2024, was at 28% completion. General Manager Martinez said the General Contractor updated the schedule with a revised completion date of October 28, 2024, and presented the updated building project schedule. General Manager Martinez explained the costs encumbered to date, the payment process, and the details on two change orders. Facilities Committee members asked questions. Facilities Committee members requested that the Board regularly be kept informed with building updates at monthly meetings and asked that General Manager Martinez share with the Board details about the work the Operations team is doing to keep costs down. Discussion took place. Facilities Committee members will report back to the Board that Staff should continue to keep the Board informed with comprehensive building updates.

The Facilities Committee Meeting adjourned at 3:49 p.m.

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Sean Debley, Director



Board of Directors:

KRISTINA BREWER, President  
MICHAEL LEBOW, Vice President  
JARED BOUCHARD, Director  
SEAN DEBLEY, Director  
BOB NAST, Director

PETER MARTINEZ  
General Manager

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**Regular Board Meeting, April 9, 2024**

**To: Board of Directors**  
**From: Pete Martinez, General Manager**  
**Subject: District Administration and Operations Facility Construction Update**  
**Item: D-1**

**RECOMMENDATION:**

1. Receive and file.

**BACKGROUND/DISCUSSION:**

I am pleased to provide you with an update on the construction progress for the District Administration and Operations Facility. Here are the key highlights:

1. **Current Progress and Timeline:** Construction began on October 2, 2023, and is 28% complete as of February 29, 2024.
2. **Timeline:** Based on the General Contractor's (GC) baseline schedule and current critical path items the Project Team feels the GC is on schedule with a scheduled completion date of September 30, 2024.
3. **Budget Status:** Through February the District has made 5 monthly progress payments for a total amount of \$914,148 of the awarded amount of \$3,222,327. In addition to the board approved contract amount, a 7% contingency of \$225,000 was approved. According to Gordian, change orders account for approximately 8-14% of all capital construction dollars. Gordian provides solutions tailored to public sector construction needs for fast and flexible procurement of construction services. For over 30 years they have been helping state, local, and federal government agencies effectively manage building projects.
4. **Key Achievements:** McGillivray has recently completed the rough framing of the Administration building.
5. **Change Orders:**
  - a. *Change Order #1* \$52,148.08
    - i. COR01 Additional Concrete Paving
    - ii. COR02 Additional Grading
    - iii. COR4R1 Elevator Machine Room Concrete
    - iv. COR05 Builders Risk Insurance
    - v. COR06R1 Porous Concrete in lieu of Stormcrete Panels (Credit)

- vi. COR07           Delta 7 Electrical Changes
- vii. COR09         Building 2 Unforeseen Slab Demo and Pour Back
- viii. COR10        Delta 7 Mechanical Changes
- ix. COR11          Elevator Machine Room Door #19

b. *Change Order #2* - \$42,399.83 – Operations Building (Reframing)

**6. Upcoming Milestones:** GC is currently working on the rough plumbing, electrical, mechanical, HVAC, and fire sprinklers in the Administration building and has started reframing the operations building.

**7. Construction Management and Architect Agreements:**

- a. S.L. Leonard & Associates – As of March 31, 2024 District has paid \$29,842 of the Board approved \$60,000 contract.
- b. Coastal Architects – District will be recommending to amend current agreement with Coastal Architects for an additional \$33,436 for a revised total of \$81,211. The additional services performed by Coastal Architects include:
  - i. Revisions include addition of the elevator and elevator room, two separate plan revisions, two separate submittal applications, and plan check process.
  - ii. Geotech Pavement Design and Report as required by Public Works
  - iii. Landscape Plan Revisions as required due to new grading plans
  - iv. Mechanical, Electrical, and Plumbing revisions: MEP revisions to elevator, heat pump, locations, and water heaters.
  - v. MS4 compliance: revisions to plans to comply with public works, Plan check comments.
  - vi. Trash enclosure wall extension.
  - vii. Permit fees.
  - viii. Grading plan revisions: changes to grading plan to comply with MS4 compliance comments and for value engineering and simplification of new stormwater treatment systems.

It is important to note that District staff has self-performed various tasks onsite and will continue to self-perform necessary work to help keep project costs at bay. The estimated savings to the District at this time is approximately \$15,000-\$20,000.



Board of Directors:

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MICHAEL LEBOW, Vice President  
JARED BOUCHARD, Director  
SEAN DEBLEY, Director  
BOB NAST, Director

PETER MARTINEZ  
General Manager

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**Regular Board Meeting, April 9, 2024**

**To:** Board of Directors  
**From:** Pete Martinez, *General Manager*  
**Subject:** Amendment to Agreement with Coastal Architects  
**Item:** D-2

**RECOMMENDATION:**

1. Consider and approve amendment to the agreement with Coastal Architects for an amount not to exceed \$33,436.

**FINANCIAL IMPACT:** No financial impact due to sufficient funding in the FY 2023-2024 Budget.

**BACKGROUND:**

On March 14, 2023, the Board approved an agreement for Architectural Services during construction of the District's Administration and Operations Facility for an amount of \$47,750 with Coastal Architects. The revised total including the proposed amendment will be \$81,211.

**DISCUSSION:**

The additional architectural services include the following:

- i. Revisions include addition of the elevator and elevator room, two separate plan revisions, two separate submittal applications, and plan check process.
- ii. Geotech Pavement Design and Report as required by Public Works
- iii. Landscape Plan Revisions as required due to new grading plans
- iv. Mechanical, Electrical, and Plumbing (MEP) revisions: MEP revisions to elevator, heat pump, locations, and water heaters.
- v. MS4 compliance: revisions to plans to comply with public works, Plan check comments.
- vi. Trash enclosure wall extension.
- vii. Permit fees.
- viii. Grading plan revisions: changes to grading plan to comply with MS4 compliance comments and for value engineering and simplification of new stormwater treatment systems.

**ATTACHMENTS:**

1. Amendment to Coastal Architects Agreement

**AMENDMENT NO. 1  
TO AGREEMENT FOR PROFESSIONAL SERVICES  
between  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
and  
COASTAL ARCHITECTS**

THIS AMENDMENT is made and entered into on this day of April \_\_, 2024 by and between **CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT**, hereinafter referred to as "**District**," and Coastal Architects, ("**Consultant**") and is made with reference to the following:

**Architectural Services During Construction of the District Administration and Operations Facility**

RECITALS:

WHEREAS, District entered into an agreement for Professional Services ("Agreement") on March 14, 2023.

WHEREAS, District desires to amend said Agreement to provide funding for additional plan modifications and construction support services;

NOW, THEREFORE, District and Consultant agree as follows:

1. Scope of Services. Consutlant agrees to perform those services which are described in the Scope of Work (Exhibit A) which is attached to, and incorporated herein, by this reference.
2. Compensation. In return for providing the services described in Exhibit A which are to be performed by Consutlant, District agrees to pay, and Consutlant agrees to accept, compensation up to a maximum of **thirty-three thousand, four hundred and thirty-six dollars (\$33,436)**.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

COAST ARCHITECTS

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT

Signature:

Signature:

Name:

Name:

Title:

Title:

Contract Maximum Fee (prior to this amendment):	\$47,775
Maximum Fee this Amendment:	\$33,436
Revised Contract Maximum Fee (including this amendment):	\$81,211

April 3, 2024

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
Attn: Pete Martinez  
Via email

**Re: Fee Proposal for Professional Architectural Extra Services** for the District HQ Facility located at 353 Santa Monica Dr, Oxnard, Ca 93035

We propose to provide VE Change Order Services for the duration of Construction as itemized below.

### **Extra Services**

Additional contract administration services include:

1. Revisions to the elevator include the removal of the elevator, and the addition of the elevator, two separate plans, revisions, two separate submittal applications, and plan check processes.
2. Geotech Pavement Design & Report as required by public works
3. Landscape Plan Revisions as required due to new grading plans
4. Mech, Elec & Plumb Revisions: MEP revisions to elevator, heat pump, locations, and water heaters
5. MS4 compliance: revisions to plans to comply with public works. Plan check comments.
6. Trash Enclosure wall extension
7. Permit Fees
8. Grading Plan Revisions: changes to grading plan to comply with MS four compliance comments, and for price reduction and simplification of new stormwater treatment systems



**COMPENSATION:**

1.	\$7,635
2	\$ 860
3.	\$ 2,620
4.	\$ 6,355
5.	\$ 1,045
6.	\$ 600
7.	\$ 2,121
8.	\$12,200
<b>TOTAL FEE</b>	<b>\$33,436.00</b>

**FEE NOTES:**

1. Please note that the fee noted above is based on hours to complete each task during the course of industry-standard construction. If unknown elements or issues arise, or if General Contractor submits excessive RFI's as agreed to by the Construction Management team (CM), and through no fault of ours, then additional hours may be required to complete. If it appears that we might exceed the stipulated amounts, we will notify you and proceed on an hourly base per the rate schedule attached.
2. ***You will be billed monthly as services noted above are performed and expenses incurred. Payment is due 30 days from receipt of invoice by either Construction Management Team or CIBCSD. Any reviews by CM Team is included in this 30 day billing cycle.***
3. Hourly rates to complete any additional work or exclusion items are as follows:

Architects	\$ 195.00
Senior Designer	\$ 170.00
Associate Architects	\$ 145.00
Senior Project Manager	\$ 135.00
Job Captain	\$ 120.00
Drafting	\$ 95.00

All outside costs, services, and expenses, including without limitation, blueprinting, deliveries, sign postings, etc. will be billed through us at a rate of cost-plus fifteen percent (15%). Outside costs and expenses are not included in the fee.

**SPECIAL REQUIREMENTS:**

- A. If the basic services covered by this letter have not been completed within fourteen (14) months of the date of this letter, through no fault of ours, extended time for completion and fees charged will be subject to renegotiation.
- B. The attached General Conditions are incorporated herein.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Zook', with a long horizontal stroke extending to the right.

Jeff B. Zook  
Owner / Architect  
CA License No. C27561



Board of Directors:

KRISTINA BREWER, President  
MICHAEL LEBOW, Vice President  
JARED BOUCHARD, Director  
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BOB NAST, Director

PETER MARTINEZ  
General Manager

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**Regular Board Meeting, April 9, 2024**

**To:** Board of Directors  
**From:** Pete Martinez, *General Manager*  
**Subject:** Proposed Metropolitan Water District Rate Increase  
**Item:** D-3

**RECOMMENDATION:**

1. Receive and file.

**FINANCIAL IMPACT:** No financial impact at this time.

**BACKGROUND:**

The District's current water portfolio is comprised of approximately 80% groundwater in which we receive from the United Water Conservation District and 20% imported water via Calleguas Mutual Water District. These two water sources are blended at the Port Hueneme Water Agency Facility and then delivered to the District.

**DISCUSSION:**

I am writing to inform you of a significant development regarding potential rate increases from the Metropolitan Water District (MWD). As per recent communications, there is a possibility of a 13.6% rate increase effective January 1, 2025, followed by an additional 8% increase January 1, 2026 from Metropolitan Water District, which would then be passed through via Calleguas Mutual Water District. The key drivers of the proposed increase include the need to replenish reserves to meet minimum requirements, historically low water sales (lowest in 50 years), inflation, and pending large capital investments necessary to maintain reliability.

These proposed rate hikes have implications for our District and its ratepayers. In response, the District has taken proactive measures by submitting an opposition letter for the record concerning the proposed rate increases. A copy of this opposition letter is attached for your reference.

Furthermore, I would like to emphasize that the District remains actively engaged in this matter. We are closely monitoring the situation and will provide further updates as developments unfold. It's important to note that the final impact of these rate increases will not be determined until June, pending the approval of Calleguas's budget and rate-setting process.

Please review the attached opposition letter and feel free to reach out if you require any additional information or clarification on this matter.

**ATTACHMENTS:**

1. MWD Rate Increase Opposition Letter



Board of Directors:

KRISTINA BREWER, President  
MICHAEL LEBOW, Vice President  
JARED BOUCHARD, Director  
SEAN DEBLEY, Director  
BOB NAST, Director

PETER MARTINEZ  
General Manager

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**DATE:** April 1, 2024  
**TO:** Metropolitan Water District  
**FROM:** Peter Martinez, General Manager  
**SUBJECT:** MWD PROPOSED WATER RATE INCREASE

Metropolitan Water District Board Members,

I am writing to express our opposition to the proposed water rate increase, particularly concerning the Treated Water Surcharge. As a recipient of treated water from the Calleguas Municipal Water District, I am deeply concerned about the potential impact this increase on our community and the lack of consideration for alternative rate structures.

Here are key points to consider before proceeding with the proposed rate increase:

1. **Absence of Rate Alternatives:** It is concerning that no alternative rate structures have been presented, especially given that the treated water surcharge represents the largest rate element increase. Ratepayers deserve transparency and options for such significant financial changes.
2. **Impact of Low Sales and Water Conservation:** The increase in the treated water surcharge due to low sales raises questions about how the Metropolitan Water District considers past emergency water conservation measures. The lack of consideration for these measure in the current rate proposal is troubling.
3. **Need for a Balanced Approach:** The 30% increase in the treatment rate surcharge is disproportionately high compared to the proposed rates, indicating a lack of balance and fairness in the overall rate proposal. It is essential to ensure that any rate adjustments adhere to principles of equitable cost distribution.
4. **Call for Suspension of Implementation:** If the Metropolitan Water District cannot address the issues surrounding the treatment surcharge before the scheduled April adoption of rates, I urge you to suspend implementation until viable rate



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alternatives can be developed. This would demonstrate a commitment to addressing ratepayer concerns and working towards a fair solution.

In conclusion, I implore the Metropolitan Water District to reconsider the proposed water rate increase and take into account the concerns raised regarding the Treated Water Surcharge. Prioritizing fairness, transparency, and the long-term interests of all ratepayers is essential in any decision-making process. Our District is presently operating within a 5-year rate structure, and the proposed implementation of MWD rates has the potential to initiate an expensive and premature Prop 218 process for our ratepayers.

Thank you for considering my input on this matter. I hope you will carefully weigh the implications of the proposed rate increase and take appropriate action to address the concerns raised.

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Martinez', with a long horizontal flourish extending to the right.

Peter Martinez

General Manager

Channel Islands Beach Community Services District