

**MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, June 12, 2018**

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

President Spiegel called the meeting to order at 5:08 PM and led everyone in attendance in the Pledge of Allegiance. In attendance Vice President Brewer, Director Marcus, Director Nast, General Manager, Akbar Alikhan, Clerk of the Board, Erika Davis, General Counsel, John Mathews, Office Manager, CJ Dillon and Deputy General Manager/ Operations Manager Pete Martinez.

President Spiegel moved to change the Agenda order and move the closed session item to beginning of the meeting at 5:08 pm.

B. PUBLIC COMMENTS:

None.

C. CONSENT CALENDAR:

Director Koesterer abstained from item 3 and moved to approve items 1,2, and 4 on the Consent Calendar and Vice President Brewer seconded the motion. The motion passed.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 - No

Director Marcus moved to approve item 3 on the Consent Calendar and Vice President Brewer seconded the motion. Director Koesterer abstained. The motion passed.

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

D. OPERATIONS AND MAINTENANCE REPORT

Deputy General Manager/ Operations Manager Pete Martinez showed a brief PowerPoint Presentation displaying the Operations and Maintenance Report. Deputy General Manager/ Operations Manager Pete Martinez announced that the Backhoe was sold for \$8,500.00 and District branded covers were purchased for the Heavy Equipment. The Water Valve Maintenance staff performed in anticipation of the Water Main Cleaning Project was explained. There was an update on the progress of the Water Main Cleaning Project, comments on the community outreach efforts and project schedule reminder. Deputy General Manager/ Operations Manager reported on the sewer system issues and maintenance. There was a short discussion after board members asked questions. The baseline atmospheric monitoring of Hydrogen Sulfide and the participation in a thirty-day baseline study was introduced.

E. ACTION CALENDAR

- 1. CLOSED SESSION: Public Employee Performance Evaluation –Title: General Manager; Pursuant to Government Code Section 54957(b)**

5:09 PM- General Counsel, John Mathews announced the Board was going into Closed Session pursuant to California Government Code Section 54957 (b)(1) to conduct General Manager Performance Evaluation

5:14 PM Director Koesterer joined the meeting.

5:58 PM- General Counsel, John Mathews, announced the Board concluded the Closed Session Item. There was no action to report at this time.

6:03 Regular Board Meeting called back to order.

2. Final Proposed Budget

General Manager Alikhan explained there were no changes to the Budget since the last presentation. He stated the new rates go into effect July 15th and the Budget goes into effect July 1st. Director Marcus made the motion to adopt the Final Proposed FY 2018-2019 Operating and Capital Budget. Vice President Brewer seconded the motion. Motion passed all in favor.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 – No

3. Smart Meter Installation Bid/ Meter Negotiated Sale/ Lid Negotiated Sale

Using a PowerPoint presentation General Manager Alikhan explained the Smart Meter Installation Bid and selection process. Additionally, explanations of the meter and lid negotiated sale were presented. A discussion ensued where questions were asked and answered. Director Marcus made the motion to approve the purchase order and service agreement with National Meter for smart meters, approve the purchase order with Famcon Supply for meter box lids and authorize advertisement of bid for smart meter installation. Vice President Brewer seconded the motion. The motion was approved.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 – No

4. Second Reading of Rate Ordinances / Retirement of Water Availability Charge

After the Second Reading of Rate Ordinances 89 and 90, President Spiegel made the motion to Adopt Ordinance 89 and Ordinance 90. Vice President Brewer seconded the motion. The motion passed.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 – No

5. Sewer Station SCADA Improvements – CI 207

Deputy General Manager/ Operations Manager Pete Martinez explained the importance of the Sewer Station improvements. Deputy General Manager/ Operations Manager Pete Martinez showed the XIO Scada System details, benefits and costs with a PowerPoint Presentation. Director Marcus made the motion to approve the proposal from XiO, Inc and Dieners Electric at the six sewer stations. Vice President Brewer seconded the motion. The motion collectively passed.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 – No

6. SB 1029 Debt Management Policy (Audit Requirement for Special Districts)

Office Manager CJ Dillon explained the law requirements of SB 1029 and the need for the Debt Management Policy to ensure the District follows the law. Director Koesterer moved to approve the proposed Channel Islands Beach Community Services District Municipal Debt Management Policy. Vice President Brewer seconded the motion. The motion passed.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 – No

7. District Office and Yard Design Project Update

General Manager Alikhan asked the Board for feedback regarding the sale of the property. Board discussion ensued. Board agreed to continue with the sale of the property. Board requested a Special Meeting be scheduled on 6-14-18 at 9:00am to amend the District policy shortening the time 45-30 days.

No action taken.

F. INFORMATION CALENDAR

1. SAS114 Auditor Engagement Letter

Office Manager CJ Dillon explained this was a letter engaging the services of Teaman, Ramirez & Smith, Inc. The auditors will do an internal audit of the District July 2018 and a year-end audit in October 2018.

2. PHWA Agenda Review

General Manager Alikhan stated the first Agenda item is a standard Operation Report, the second item is a review of State Legislation and the third item is an update on Strategic Planning Exercise.

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

NONE

G. BOARD MEMBER COMMENTS

Vice President Brewer asked about the Baseline Testing. General Manager Alikhan said that it will be presented at the next meeting.

Director Marcus expressed her concern about the problems at the end of Ocean Drive and its effects on the constituents. Vice President Brewer said the Beat

officer for the City of Oxnard has been very helpful with situations like this. Vice President Brewer said she will put Director Marcus in contact with the Officer.

Director Nast said he wanted to announce that the Hollywood Beach Neighborhood watch is up and running. It may be helpful in this situation as well.

Director Brewer announced the Temporary Rental Unit meeting was taking place. She heard it primarily was focusing on the Ojai area. She would update the Board once she heard more.

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

General Counsel announced the hearing in Ojai tonight regarding the Temporary Rental Units.

General Counsel also wanted to make note of the article in the paper regarding a new program effecting the Agriculture community.

General Counsel also wanted to point out the article in the paper regarding the water diversion from Santa Clara River and United Water Conservation District's involvement.

General Manager announced that he will be attending the CSDA General Manager Summit from 6/24 to 6/26. Deputy General Manager/ Operations Manager Pete Martinez will be acting General Manager during his absence.

The Board Meeting adjourned at 8:03 PM.

A handwritten signature in blue ink that reads "Ellen Spiegel". The signature is written in a cursive style and is positioned above a solid horizontal line.

Ellen Spiegel, President