

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

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

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

Director Marcus was absent.

**B. PUBLIC COMMENTS:**

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

**C. CONSENT CALENDAR:**

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

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

**D. OPERATIONS AND MAINTENANCE REPORT:**

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

**E. ACTION CALENDAR**

**1. Annual Audit Report**

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

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

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

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

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

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

## **3. Authorization to Bid – CI 207 CCTV**

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

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

## **4. Consent of Joint Representation**

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

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

## **5. Agreement with Sourcewell**

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

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

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

## **6. Agreement for Architectural Design Services**

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

## **F. INFORMATION CALENDAR**

### **1. PHWA February Agenda**

General Manager Alikhan reviewed the PHWA February Agenda

### **2. ACWA/JPIA Presidential Award**

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

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

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

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

### **4. Update on GSP Development**

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

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

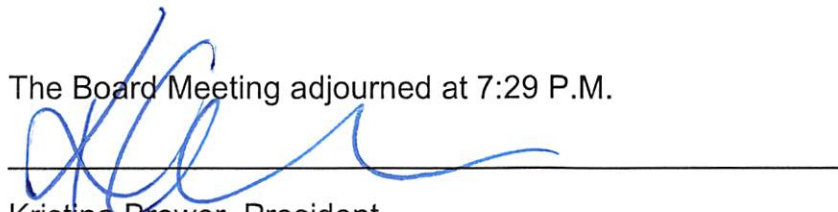
**G. BOARD MEMBER COMMENTS**

None

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

None

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



Kristina Brewer, President