

**MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, May 14, 2019**

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

President Brewer called the meeting to order at 6:02 P.M. and led everyone in attendance in the Pledge of Allegiance. In attendance Vice President Nast, Director Marcus, 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 Bouchard was absent.

B. PUBLIC COMMENTS:

Sheriff Captain Todd Inglis announced that the "AT Your Service Day Event" will be taking place on June 22nd from 10:00 a.m. to 2:00 p.m. in the Silver Strand Beach parking lot. Sheriff Inglis also stated that the Sheriff's office now has the capability to get the IP address from public cameras and incorporate it into their system to help solve crimes.

C. CONSENT CALENDAR:

General Manager Alikhan noted there were two corrections in the minutes: 1) the date and 2) the word "mention" should be "mentioned". Director Marcus moved to approve the Consent Calendar with the corrections to the minutes. Vice President Nast seconded the motion. The motion passed.

Brewer, Nast, Marcus, 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 month's tasks which included lead testing at Hollywood Beach School resulting in no lead detected, water system maintenance consisting of flushing and valve exercising, water system repairs, Smart Meter Project update stating 99% meters are now communicating daily, and the commencement of the CCTV Project.

E. ACTION CALENDAR

1. Second FY 2019-2020 Draft Budget Workshop

General Manager Alikhan explained this is the second Board Workshop

regarding the Budget and pointed out the key changes in the second draft of the Budget. Discussion ensued. General Manager pointed out two modifications to the Budget, the addition of monies towards the upcoming Rate Study and the focus on an organized preventative maintenance plan. The organized preventative maintenance plan is a key component for analyzing where future monies should be spent. The first step includes focusing on Geographical Information System (GIS/CMMS) and Computerized Maintenance Management System (CMMS). General Manager Alikhan stated the next steps and dates in the Budget adoption process.

No Board Action

2. First Reading of Ordinance 91 and 92

Board asked questions. Board agreed to continue with the reading of the Ordinances however decided to revisit the Ordinances sometime this year and reword the legacy language to be better aligned with current practice. Director Debley made the motion to perform the first reading of Ordinances 91 and 92 in title only and to set the Public Hearing date on June 11, 2019 at 6 P.M. Director Marcus seconded the motion. The motion passed. Office Manager CJ Dillon executed the First Reading of Ordinances 91 and 92 in title only.

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

3. Summary of Strategic Planning Workshop

General Manager Alikhan explained that February 9th the Board had a workshop focusing on District Goals. There was discussion regarding the mission statement. Board asked to amend the mission statement to say, "Providing quality utility services to its customers through exceptional responsiveness and by maintaining accountability to the Channel Islands Beach Community." Using a PowerPoint presentation General Manager Alikhan reiterated the long- and short-term goals the Board had agreed on for the District. Director Marcus made the motion to approve recommendation 1 as discussed and recommendations, 2 and 3. Director Debley seconded the motion. The motion carried.

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

4. Agreement for Architectural Design Services

General Manager Alikhan stated that at the January meeting the Board

preferred to seek out a local firm for Architectural services. Three responses from local Architects to the RFP were received. Board discussion ensued. Director Debley made the motion to Authorize the General Manager to enter into the agreement with Coastal Architects for architectural design services not to exceed \$47,355. Director Marcus seconded the motion. The motion passed.

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

5. Transition to Monthly Billing Schedule

General Manager Alikhan said this item came before the Finance Committee in February which was attended by President Brewer and Director Bouchard. The billing period currently goes from the 15th to the 15th of the month which is due to the fact meters were read manually. Now that the Smart Meters are installed the billing cycle could go to a true month cycle 1st to the 30th or 31st. Board agreed this was a simpler billing period to understand. President Brewer made the motion to approve the edit to the district billing period policy including waiving late fees in the transition month and sending out two bills during this period. Director Marcus seconded the motion. Motion passed collectively.

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

F. INFORMATION CALENDAR:

1. PHWA Agenda Review

General Manager Alikhan announced there is no PHWA meeting this month. The PHWA will be adopting their Budget at their June meeting.

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

Vice President Nast attended the VRSD meeting and said there were discussions regarding a few issues: One was implementation of a cost savings program for their staff that would compensate staff and give them incentives to make cost savings recommendations, second VRSD will continue with a 6-day work week, and lastly there were environmental discussions regarding biomethane gas.

G. BOARD MEMBER COMMENTS:

Vice President Nast stated that coyotes are still a problem in the area.

Vice President Nast said the City of Oxnard is having accessory dwellings debates and it may be due to the shortage of housing in the area.

President Brewer stated that the County is enforcing the Ordinance regarding vacation rentals.

President Brewer said she thinks at the next meeting the Board should discuss how many cameras the Sheriff Department needs and to how to get donations.

Director Debley commented that we should consider the maintenance aspect in keeping the cameras clean especially when the heavy winds blow in the area. Director Debley said since someone will have to do that there is an expense to consider.

Director Debley commented on the fire recovery efforts in the area and was happy to announce only 5 properties are remaining in the area that need to be cleaned up.

Director Marcus stated there is still a problem with the parking lot that borders Oxnard and Hollywood Beach.

Director Marcus mentioned the Metropolitan Water District Tour in Sacramento is in the fall.

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

General Counsel had no comments.

Per Vice President Nast's request, the General Manager said he spoke with United regarding possibly presenting information regarding Article 21 water. United could do a presentation just as an education session since United is not looking for us to participate. They are participating as their own agency.

General Manager Alikhan showed the CERT insert that will be included in this month's billing.

General Manager Alikhan announced he and DGM/OM Pete Martinez attended the ACWA conference. The big theme was the opposition to the water tax.

The Board Meeting adjourned at 8:43 P.M.



Kristina Brewer, President