

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING January 13, 2026

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

Vice President Thomas called the meeting to order at 5:02 P.M. In attendance, Director Bouchard, Director Debley, General Manager, Peter Martinez, Special Water Counsel Peter Candy, General Counsel, Dennis McNulty, Clerk of the Board, Erika Davis, Office Manager, CJ Dillon, and Operations Manager, Jesus (Chuy) Navarro.

President Lebow and Director Brewer were absent.

B. PUBLIC COMMENTS:

None.

C. CONSENT CALENDAR:

Director Debley made a motion to approve the Consent Calendar. Director Bouchard seconded the motion. The motion passed.

Thomas, Bouchard, Debley

3 - Yes 0 -No

D. CLOSED SESSION:

General Counsel McNulty and Director Bouchard excused themselves and did not participate in Closed Session Item D-1.

The Board went into Closed Session at 5:04 p.m.

**1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Authority: California Government Code § 54956.9(d)(1)**

President Lebow joined the meeting at 5:05 p.m.

Director Brewer joined the meeting at 5:08 p.m.

The Board returned from Closed Session at 5:43 p.m. General Counsel McNulty and Director Bouchard returned and joined the meeting back in Open Session.

The Board reported that they met in Closed Session to discuss item D-1. No action was taken at this time.

E. INFORMATION CALENDAR:

1. Review and confirm the current Records Retention Schedule.

General Manager Martinez presented the Records Retention Schedule as requested by the Board. General Manager Martinez stated that the schedule has been reviewed by District Legal Counsel and Staff and currently meets all requirements. The schedule will be reviewed periodically to ensure continued compliance with updated requirements.

2. Final Project Closeout – District Administration and Operations Facility

General Manager Martinez presented the Final Project Closeout breakdown to the Board as requested and confirmed that the District Administration and Operations Facility is now complete. The final construction cost totaled \$3,642,606.97.

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

President Lebow and Vice President Thomas attended the Port Hueneme Agency meeting and said there was nothing significant to report.

Director Brewer said she attended the VRSD Special District Committee Meeting in December and the appointments were made.

F. ACTION CALENDAR:

1. PROPOSED GENERAL MANAGER CONTRACT AMENDMENT

General Manager Martinez explained that the first recommendation is to align the General Managers Cost of Living Adjustment (COLA) period with all the other District employees (March-March) and determine the COLA percentage for 2025 since the COLA report was not published in October 2025. The second recommendation was to amend the District Managers contract Authority provision to increase the approval limit from 5,000 to 15,000. Director Bouchard made the motion to align the General Manager's COLA adjustment period with that of all District employees, changing it to a March-to-March cycle, to approve a 3% retroactive pay adjustment effective October 2025 and to

increase the General Manager's spending authority to \$15,000.00. Director Brewer seconded the motion. The motion passed.

Lebow: YES, Thomas: YES, Bouchard: YES, Brewer: YES, Debley: YES 5- Yes 0-No

2. ELECTION OF BOARD OFFICERS FOR CALENDAR YEAR 2026

General Manager Martinez said this was the yearly appointment of new officers for Board positions, committees, outside agency appointments, and professional associations.

Director Debley moved to nominate Director Bouchard for President the 2026 calendar year. Director Brewer seconded the motion. The motion passed.

ROLL CALL VOTE:

Lebow: YES, Thomas: YES, Bouchard: YES, Brewer: YES, Debley: YES 5- Yes 0-No

Director Bouchard moved to nominate Director Thomas for Vice President. Director Lebow seconded the nomination. The motion passed.

ROLL CALL VOTE:

Lebow: YES, Thomas: YES, Bouchard: YES, Brewer: YES, Debley: YES 5- Yes 0-No

Board assignments were made (see attached). Director Bouchard made the motion to approve the Board assignments for calendar year 2026. Director Brewer seconded the motion. The motion passed.

ROLL CALL VOTE:

Lebow: YES, Thomas: YES, Bouchard: YES, Brewer: YES, Debley: YES 5- Yes 0-No

3. 2026 HOLIDAY SCHEDULE AND BOARD MEETING DATES

Office Manager Dillon explained that this is the Holiday and Board meeting schedule that is brought to the Board once a year for approval. Director Lebow made the motion to approve the 2026 Holiday Schedule and Board Meeting Dates. Director Brewer seconded the motion. The motion passed.

ROLL CALL VOTE:

Bouchard: YES, Thomas: YES, Brewer: YES, Debley: YES, Lebow: YES 5- Yes 0-No

G. BOARD MEMBER COMMENTS:

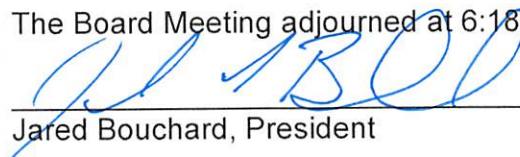
None.

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

General Counsel had no comment.

General Manager Martinez said the US Army Corp of Engineers is still planning the next meeting regarding Hollywood Beach Dunes and he will let the Board know when they decide on a date.

The Board Meeting adjourned at 6:18 p.m.



Jared Bouchard, President