



Board of Directors:

MICHAEL LEBOW, President
SHAWN THOMAS, Vice President
JARED BOUCHARD, Director
KRISTINA BREWER, Director
SEAN DEBLEY, 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

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 May 13, 2025. The meeting will be held at the Channel Islands Beach Community Services District 353 Santa Monica Drive., 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 – April 2025

3. Minutes:
 - a. April 8, 2025, Finance Committee Meeting
 - b. April 8, 2025, Regular Board Meeting

4. Authorize customer requests for relief from water charges due to leaks on the property consistent with Resolution 16-06:

	Account Number	Water Relief	Sewer Relief	Total Relief
a.	00000810	\$36.27	\$103.79	\$140.06
b.	20760-01	\$78.48	\$186.82	\$265.30
c.	06920-01	\$24.39	\$76.11	\$100.50
d.	00860-02	\$2.40	\$20.76	\$23.16
e.	03780-01	\$42.21	\$110.71	\$152.92
f.	44600-03	\$146.16	\$332.12	\$478.28
				\$1160.22

D. SPECIAL PRESENTATION BY AXEL STELTER :

TOPIC: *KARLS AT THE CHANNEL ISLANDS HARBOR (FISHERMAN'S WHARF PROJECT)*

E. OPERATIONS REPORT:

F. ACTION CALENDAR:

1. DRAFT FY 2025-20256 BUDGET

Recommendation:

- 1) Review and provide feedback to staff on proposed FY 2025-2026 Operating Budget.

G. INFORMATION CALENDAR:

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

H. BOARD MEMBER COMMENTS:

I. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

AGENDA POSTING CERTIFICATION

This agenda was posted Thursday, May 8, 2025, 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.
- District Office, 353 Santa Monica Drive

Agendas are also posted on the District's website at www.cibcsd.com.

Peter Martinez

Peter Martinez
General Manager

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

5/8/2025 12:22 PM

Register: 1002 · Checking Banc of CA

From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			931.42	521,379.35
04/01/2025	ACH	SEIU, Local 721	*2020 - Payroll Liabilit...	pr pd 3-15-24 t...	83.75			521,295.60
04/01/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco	198.65			521,096.95
04/01/2025	9422	Amazon Capital Serv...	2000 - Accounts Payable		1,240.99			519,855.96
04/01/2025	9423	Underground Service...	2000 - Accounts Payable		35.90			519,820.06
04/01/2025	9424	805 Cleaning Services	2000 - Accounts Payable		750.00			519,070.06
04/01/2025	9425	Atlantis Utility, INC.	2000 - Accounts Payable		232.42			518,837.64
04/01/2025	9426	Base Auto Parts and ...	2000 - Accounts Payable		58.35			518,779.29
04/01/2025	9427	CUSI	2000 - Accounts Payable		102.76			518,676.53
04/01/2025	9428	Mission Linen & Uni...	2000 - Accounts Payable		443.04			518,233.49
04/02/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,264.78	519,498.27
04/02/2025	ACH	Nationwide Retirement	-split-	pr pd 3-15-25 t...	2,625.06			516,873.21
04/02/2025	ACH	CalPERS	-split-	pr pd 3-15-25 t...	4,677.15			512,196.06
04/02/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	3-20-25	0.02			512,196.04
04/02/2025	9429	CUSI	2000 - Accounts Payable		6.00			512,190.04
04/02/2025	9430	Wilmington Trust, N...	2000 - Accounts Payable	2016 Wastewat...	28,165.63			484,024.41
04/02/2025		QuickBooks Payroll ...	-split-	Created by Pay...	27,595.44			456,428.97
04/02/2025	To Print	Carol J Dillon	-split-	Direct Deposit		X		456,428.97
04/02/2025	To Print	Chaz C Ryan	-split-	Direct Deposit		X		456,428.97
04/02/2025	To Print	E.D. Brock	-split-	Direct Deposit		X		456,428.97
04/02/2025	To Print	Erica M Pena	-split-	Direct Deposit		X		456,428.97
04/02/2025	To Print	Erika F Davis	-split-	Direct Deposit		X		456,428.97
04/02/2025	To Print	Jesus Navarro	-split-	Direct Deposit		X		456,428.97
04/02/2025	To Print	Peter A. Martinez	-split-	Direct Deposit		X		456,428.97
04/02/2025	To Print	Rick J Rivera	-split-	Direct Deposit		X		456,428.97
04/03/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			2,076.90	458,505.87
04/03/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,110.24	460,616.11
04/04/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/1			500.00	461,116.11
04/04/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/1			156.85	461,272.96
04/04/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/4			15,162.73	476,435.69
04/04/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,637.03	479,072.72
04/04/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			2,843.28	481,916.00
04/04/2025	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	0705658	996.35			480,919.65
04/04/2025	ACH	Tampa Hardware 2	-split-	3-31-25	257.20			480,662.45
04/04/2025	9431	County of Ventura - ...	2000 - Accounts Payable	3201 Playa & ...	1,305.00			479,357.45
04/04/2025	9432	esri	2000 - Accounts Payable		5,300.00			474,057.45
04/04/2025	9433	Sam Hill & Sons, Inc.	2000 - Accounts Payable	361 Highland	12,129.99			461,927.46
04/04/2025	9434	SSBP	2000 - Accounts Payable		7,045.10			454,882.36
04/04/2025	9435	Signs of Success, Inc.	2000 - Accounts Payable	Building Logo-...	4,672.60			450,209.76
04/04/2025	9436	FGL Environmental I...	2000 - Accounts Payable		538.00			449,671.76

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From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/04/2025	9437	Traffic Technologies ...	2000 - Accounts Payable		52.44		449,619.32
04/04/2025	9438	FGL Environmental I...	2000 - Accounts Payable		506.00		449,113.32
04/04/2025	9439	Coastline Equipment	2000 - Accounts Payable	Repair Backhoe	910.33		448,202.99
04/04/2025	9440	Pacific Couriers	2000 - Accounts Payable		329.24		447,873.75
04/07/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		662.92	448,536.67
04/07/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		997.96	449,534.63
04/08/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,215.47	451,750.10
04/08/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		8,792.40	460,542.50
04/08/2025	040925	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		3,092.19	463,634.69
04/08/2025	9441	AWA	2000 - Accounts Payable	Operators Tech...	600.00		463,034.69
04/08/2025	9442	Famcon Pipe and Su...	2000 - Accounts Payable		443.05		462,591.64
04/08/2025	9443	Michael K. Nunley ...	2000 - Accounts Payable		10,304.00		452,287.64
04/08/2025	9444	Prime Masonry Mate...	2000 - Accounts Payable		399.29		451,888.35
04/08/2025	9445	CUSI	2000 - Accounts Payable		72.70		451,815.65
04/08/2025	9446	Wex Bank	2000 - Accounts Payable		1,185.42		450,630.23
04/08/2025	9447	Vulcan Materials Co...	2000 - Accounts Payable		225.00		450,405.23
04/08/2025	9448	Vulcan Materials Co...	2000 - Accounts Payable		125.00		450,280.23
04/09/2025	9449	Coastal Pipco	2000 - Accounts Payable		235.69		450,044.54
04/09/2025	9450	Coastline Equipment	2000 - Accounts Payable		1,889.85		448,154.69
04/09/2025	9451	Sam Hill & Sons, Inc.	2000 - Accounts Payable	Highland repair...	6,064.60		442,090.09
04/09/2025	9452	McGillivray Constru...	2000 - Accounts Payable	Pymt. #14	94,737.91		347,352.18
04/09/2025	9453	Southwest Inspection...	2000 - Accounts Payable		1,944.00		345,408.18
04/10/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,458.11	346,866.29
04/10/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		4,239.21	351,105.50
04/10/2025	9454	McGillivray Constru...	2000 - Accounts Payable	Pymt. #15	75,922.67		275,182.83
04/10/2025	9455	City of Oxnard	2000 - Accounts Payable		1,691.25		273,491.58
04/11/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/11		576.04	274,067.62
04/11/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/9		9,715.95	283,783.57
04/11/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/7		7,072.83	290,856.40
04/11/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/10		6,544.88	297,401.28
04/11/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/11		6,787.34	304,188.62
04/11/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,532.73	305,721.35
04/11/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,617.99	308,339.34
04/14/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		769.41	309,108.75
04/14/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		1,471.18	310,579.93
04/14/2025	ACH	Spectrum	6 - Administrative Exp...	4-1-25	421.54		310,158.39
04/14/2025	ACH	AT & T	6 - Administrative Exp...	04-01-25	1,018.39		309,140.00
04/14/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...		50.00		309,090.00
04/14/2025	9456	A to Z Law, LLP	2000 - Accounts Payable		660.00		308,430.00
04/14/2025	9457	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 3-1-25 to ...	56,043.25		252,386.75

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/14/2025	9458	FGL Environmental I...	2000 - Accounts Payable		187.00			252,199.75
04/14/2025	9459	Taft Electric Company	2000 - Accounts Payable	Move 3 phase c...	6,665.00			245,534.75
04/14/2025	9460	WHITE CAP	2000 - Accounts Payable		415.89			245,118.86
04/15/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,376.51	247,495.37
04/15/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,217.26	248,712.63
04/15/2025	ACH	Vanco Chrg	6 - Administrative Exp...		86.65			248,625.98
04/16/2025	ACH	QB:DEPOSIT	1200 - Accounts Recei...	District Monthl...			111,280.86	359,906.84
04/16/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/16			2,817.72	362,724.56
04/16/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/14			8,030.27	370,754.83
04/16/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/14			25,211.50	395,966.33
04/16/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			2,044.23	398,010.56
04/16/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,513.06	401,523.62
04/16/2025	ACH	So. California Edison...	2 - Sewer System Expe...	4-14-25	796.37			400,727.25
04/16/2025	ACH	So. California Edison...	2 - Sewer System Expe...		579.85			400,147.40
04/16/2025	RETCK	QB:Returned Item	1200 - Accounts Recei...	Gomez	35.11			400,112.29
04/16/2025	9461	ACWA/Joint Powers...	2000 - Accounts Payable	1-1-25 to 3-31-...	2,867.35			397,244.94
04/16/2025	9462	Great American Fina...	2000 - Accounts Payable		189.82			397,055.12
04/16/2025	9463	Proven Print Services	2000 - Accounts Payable	5000 #9 Envel...	622.05			396,433.07
04/16/2025		QuickBooks Payroll ...	-split-	Created by Pay...	28,375.88			368,057.19
04/16/2025	To Print	Carol J Dillon	-split-	Direct Deposit		X		368,057.19
04/16/2025	To Print	Chaz C Ryan	-split-	Direct Deposit		X		368,057.19
04/16/2025	To Print	E.D. Brock	-split-	Direct Deposit		X		368,057.19
04/16/2025	To Print	Erika F Davis	-split-	Direct Deposit		X		368,057.19
04/16/2025	To Print	Jesus Navarro	-split-	Direct Deposit		X		368,057.19
04/16/2025	To Print	Peter A. Martinez	-split-	Direct Deposit		X		368,057.19
04/16/2025	To Print	Rick J Rivera	-split-	Direct Deposit		X		368,057.19
04/16/2025	To Print	Erica M Pena	-split-	Direct Deposit		X		368,057.19
04/17/2025	ACH	QB:DEPOSIT	1200 - Accounts Recei...	CUSI Monthly ...			39,508.46	407,565.65
04/17/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,541.90	410,107.55
04/17/2025	ACH	Nationwide Retirement	-split-	3-29-25 to 4-11...	2,662.93			407,444.62
04/17/2025	RETCK	QB:Returned Item	1200 - Accounts Recei...	ADP Investments	133.03			407,311.59
04/17/2025	9464	Platinum Tow & Tra...	2000 - Accounts Payable	Backhoe tow	350.00			406,961.59
04/18/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/17			13,228.14	420,189.73
04/18/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/17			6,561.78	426,751.51
04/18/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			226.93	426,978.44
04/18/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,993.88	428,972.32
04/18/2025	ACH	CalPERS	-split-	4-18-25	15,078.98			413,893.34
04/18/2025	RETCK	QB:Returned Item	1200 - Accounts Recei...	Ziehl	229.34			413,664.00
04/18/2025	9465	Famcon Pipe and Su...	2000 - Accounts Payable		53.63			413,610.37
04/18/2025	9466	PHWA	2000 - Accounts Payable	January 2025 ...	151,706.71			261,903.66

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From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/18/2025	9467	Urban Futures, Inc.	2000 - Accounts Payable	EMMA Filings...	1,500.00		260,403.66
04/18/2025	9468	PHWA	2000 - Accounts Payable	February 2025	84,674.06		175,729.60
04/18/2025	9469	PHWA	2000 - Accounts Payable	March 2025	85,485.65		90,243.95
04/21/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		732.32	90,976.27
04/21/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,282.41	93,258.68
04/22/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		574.57	93,833.25
04/22/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,492.28	96,325.53
04/22/2025	ACH	SEIU, Local 721	*2020 - Payroll Liabilit...	3-29-25 to 4-11...	83.75		96,241.78
04/22/2025	ACH	Spectrum	6 - Administrative Exp...	4-6-25	152.30		96,089.48
04/22/2025	ACH	Frontier-Office	6 - Administrative Exp...	4-15-25	420.50		95,668.98
04/22/2025	ACH	So. California Edison...	2 - Sewer System Expe...	4-15-25	128.90		95,540.08
04/22/2025	9470	Rockwell Engineerin...	2000 - Accounts Payable	New Chopper ...	17,001.89		78,538.19
04/22/2025	9471	IAG	2000 - Accounts Payable		5,036.25		73,501.94
04/22/2025	9472	Traffic Technologies ...	2000 - Accounts Payable		90.13		73,411.81
04/22/2025	9473	Ventura County Cler...	2000 - Accounts Payable	2024 Election	567.83		72,843.98
04/22/2025	9474	Backflow Solutions, ...	2000 - Accounts Payable	Annual Fee an...	1,495.00		71,348.98
04/23/2025	DEEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/23		472.40	71,821.38
04/23/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/22		8,806.46	80,627.84
04/23/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/22		14,623.73	95,251.57
04/23/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/23		3,342.99	98,594.56
04/24/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,478.42	100,072.98
04/24/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,216.50	101,289.48
04/24/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,505.36	103,794.84
04/24/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,764.60	106,559.44
04/24/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Deposit Correc...	0.03		106,559.41
04/25/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,082.81	107,642.22
04/25/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,840.58	110,482.80
04/25/2025	RETCK	QB:Returned Item	1200 - Accounts Recei...	Thomas	117.52		110,365.28
04/28/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		476.92	110,842.20
04/28/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		1,819.70	112,661.90
04/29/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		736.88	113,398.78
04/29/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,606.73	115,005.51
04/29/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		311.30	115,316.81
04/30/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4-30		11,166.25	126,483.06
04/30/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/30		121.12	126,604.18
04/30/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/28		200.00	126,804.18
04/30/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/28		8,568.12	135,372.30
04/30/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/28		837.19	136,209.49
04/30/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/25		5,918.07	142,127.56
04/30/2025	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/25		6,633.21	148,760.77

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04/30/2025	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			2,809.11	151,569.88
04/30/2025	ACH	Nationwide Retirement	-split-	py pd 4-12-25 t...	2,532.00			149,037.88
04/30/2025	9475	Badger Meter	2000 - Accounts Payable		986.59			148,051.29
04/30/2025	9476	City of Oxnard-Utilit...	2000 - Accounts Payable		11,441.00			136,610.29
04/30/2025	9477	FGL Environmental I...	2000 - Accounts Payable		187.00			136,423.29
04/30/2025	9478	JENNIFER BALDO...	2000 - Accounts Payable	CUSTOMER ...	185.65			136,237.64
04/30/2025	9479	Prime Masonry Mate...	2000 - Accounts Payable		468.17			135,769.47
04/30/2025	9480	Sunbelt Rentals, Inc.	2000 - Accounts Payable		610.65			135,158.82
04/30/2025	9481	Badger Meter	2000 - Accounts Payable		1,807.92			133,350.90
04/30/2025		QuickBooks Payroll ...	-split-	Created by Pay...	27,760.94			105,589.96
04/30/2025	To Print	Carol J Dillon	-split-	Direct Deposit		X		105,589.96
04/30/2025	To Print	Chaz C Ryan	-split-	Direct Deposit		X		105,589.96
04/30/2025	To Print	E.D. Brock	-split-	Direct Deposit		X		105,589.96
04/30/2025	To Print	Erica M Pena	-split-	Direct Deposit		X		105,589.96
04/30/2025	To Print	Erika F Davis	-split-	Direct Deposit		X		105,589.96
04/30/2025	To Print	Jesus Navarro	-split-	Direct Deposit		X		105,589.96
04/30/2025	To Print	Peter A. Martinez	-split-	Direct Deposit		X		105,589.96
04/30/2025	To Print	Rick J Rivera	-split-	Direct Deposit		X		105,589.96

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE MEETING, April 8, 2025

A. APPROVE THE FINANCE COMMITTEE MEETING AGENDA:

The Finance Committee Agenda was approved, and the meeting was called to order at 4:00 P.M. In attendance Director Bouchard, Director Debley, General Manager, Peter Martinez, Office Manager, CJ Dillon, Operations Manager, Jesus (Chuy) Navarro, Brown Armstrong Accountancy Cooperation Partner Brooke N. Baird, CPA, and Partner Lindsey Zimmerman, CPA,

B. REVIEW AND DISCUSS FY 2023-2024 AUDIT:

Partners Baird and Zimmerman presented the 2023-2024 Annual Audit Report Draft Copy. The Finance Committee members agreed to recommend that the Board approve allocations of Reserves for June 30, 2024, approve the Annual Audit Report for the Fiscal Year Ended June 30, 2024, and authorize Staff to present a Final Audit Report.

The Board Meeting adjourned at 4:46 P.M.

Jared Bouchard, Director

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING April 8, 2025

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

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

B. PUBLIC COMMENTS:

None.

C. CONSENT CALENDAR:

Director Bouchard made a motion to approve the Consent Calendar, with the modification to the agenda of removing the special presentation by Steve Kinney. Director Brewer seconded the motion. The motion passed.

Lebow, Thomas, Bouchard, Brewer, Debley

5 - Yes 0 -No

D. SPECIAL PRESENTATION:

Removed.

E. ACTION CALENDAR:

1. FY 2023-2024 ANNUAL AUDIT REPORT

Office Manager Dillon introduced Brown Armstrong Accountancy Cooperation Partner Brooke N. Baird, CPA, and Partner Lindsey Zimmerman, CPA, as they joined the meeting. Office Manager Dillon explained that the audit was presented at the Finance Committee Meeting. Partners Baird and Zimmerman gave a brief presentation of the audit highlighting key points. The auditors issued an unmodified opinion. The Finance Committee recommended approving Staff's recommendations. There was no public

comment. Director Bouchard moved to approve Allocations of Reserves for June 30, 2024. 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 made the motion to approve the Channel Islands Beach Community Services District Annual Audit Report for Fiscal Year Ended June 30, 2024. Director Debley seconded the motion. The motion passed.

ROLL CALL VOTE:

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

Director Debley made the motion to authorize Staff to present the Final Audit Report. Vice President Thomas seconded the motion. The motion passed.

ROLL CALL VOTE:

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

2. AWARD OF CONTRACT FOR HOLLYWOOD BEACH SEWER REHABILITATION PROJECT – CI 201

Using a PowerPoint presentation General Manager Martinez explained the key dates, the budgeted amount of \$300,000, the bid results, the next steps and the recommendation. There was no public comment. Director Brewer moved to approve the contract with Tunnelworks Services, Inc. for a not-to-exceed amount of \$265,835 for the Hollywood Beach Sewer Rehabilitation Project (I & I Reduction CI 201). Director Bouchard seconded the motion. The motion passed.

ROLL CALL VOTE:

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

F. INFORMATION CALENDAR:

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

None.

G. BOARD MEMBER COMMENTS:

None.

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

General Counsel mentioned that General Manager Martinez asked if Tunnelworks withdrew their bid would the District be forced to go with the other bid considering the large discrepancy. General Counsel stated that the District would not have to go with the second bid and that they could start the bidding process over again.

The General Manager mentioned that the auditing firm was new to the District this year and expressed gratitude to Office Manager Dillon for another job well done.

The Board Meeting adjourned at 5:25 p.m.

Michael Lebow, President



Board of Directors:

MICHAEL LEBOW, President
SHAWN THOMAS, Vice President
JARED BOUCHARD, Director
KRISTINA BREWER, Director
SEAN DEBLEY, Director

PETER MARTINEZ
General Manager

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Regular Board Meeting, May 13, 2025

To: **Board of Directors**
From: **Peter Martinez, *General Manager***
Subject: **DRAFT FY 2025-2026 BUDGET**
Item No. **F-1**

RECOMMENDATION:

Review and provide feedback to staff on proposed FY 2025-2026 Operating Budget.

FINANCIAL IMPACT:

Provides guidance and spending limits for the District for operating and capital needs from July 1, 2025 through June 30, 2026.

DISCUSSION/ANALYSIS:

In review, the proposed Operating Budget represents a 0.01% decrease from the FY 2024 –2025 Operating Budget. The table below illustrates the proposed operating budget for each cost category.

	FY 2024-2025	FY 2025-2026 (Proposed)	% Change
Total Water System Expense	\$1,290,900	\$1,368,000	6%
Total Sewer System Expense	\$340,000	\$337,000	-1.0%
Total Trash Expense	\$663,000	\$690,000	4%
Total Maintenance Expense	\$87,500	\$66,000	-25%
Total Salaries & Benefits	\$1,209,200	\$1,253,000	3.6%
Total Admin Expense	\$709,500	\$585,700	-17.4%
Total Operating Expense	\$4,300,100	\$4,299,700	-0.01%

The proposed CIP Budget will be provided at the Regular Board Meeting in June. Members of the public may request a copy of the full Proposed Operating Budget document from the Clerk of the Board.

ATTACHMENTS:

1. FY 2025-2026 Proposed Operating Budget

Draft

FY 2025 - 2026 OPERATING BUDGET

Sheet No.	Account	Adopted	Actual Through	Projected	Draft	Percent	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total	
		FY 2024 - 2025	3/31/2024	June 2025	FY 2025 - 2026	Expended	\$	%	\$	%	\$	%	\$	%		
OPERATING REVENUES																
Rate Revenues																
1	Water Revenue	3110	2,386,000	1,690,220	2,215,214	2,457,000	93%	2,457,000	100%	0	0%	0	0%	0	0%	2,457,000
2	Sewer Revenue	3120	1,520,000	1,123,760	1,493,063	1,530,000	98%	0	0%	1,530,000	100%	0	0%	0	0%	1,530,000
3	Solid Waste Revenue	3130	834,000	657,817	855,000	855,000	103%	0	0%	0	0%	855,000	100%	0	0%	855,000
Total Rate Revenues			\$ 4,740,000	\$ 3,471,797	\$ 4,563,277	\$ 4,842,000	96%	\$ 2,457,000		\$ 1,530,000		\$ 855,000		\$ -	\$ 4,842,000	
OPERATING EXPENSES																
Water System Expense																
4	PHWA Water Contract	4210	1,097,000	628,576	1,211,154	1,160,000	110%	1,160,000	100%	0	0%	0	0%	0	0%	1,160,000
5	Water Sampling	4215	16,000	13,102	17,469	22,000	109%	22,000	100%	0	0%	0	0%	0	0%	22,000
6	SWRCB Annual Admin Fee	4220	22,800	21,879	21,879	24,400	96%	24,400	100%	0	0%	0	0%	0	0%	24,400
7	Annual Water Quality Report	4225	1,500	0	1,500	1,500	100%	1,500	100%	0	0%	0	0%	0	0%	1,500
8	Cross Connect Contract Charge	4230	2,500	2,325	3,820	9,000	153%	9,000	100%	0	0%	0	0%	0	0%	9,000
9	Water Repair & Maintenance	4235	140,000	96,137	115,364	140,000	82%	140,000	100%	0	0%	0	0%	0	0%	140,000
10	Telemetry	4240	11,100	8,185	10,913	11,100	98%	11,100	100%	0	0%	0	0%	0	0%	11,100
Total Water System Expense			\$ 1,290,900	\$ 770,204	\$ 1,382,099	\$ 1,368,000	107%	\$ 1,368,000		\$ -		\$ -		\$ -	\$ 1,368,000	
Sewer System Expense																
11	Wastewater Transportation	4260	158,000	47,345	125,000	133,000	79%	0	0%	133,000	100%	0	0%	0	0%	133,000
12	Sewer Repair & Maintenance	4265	109,000	48,828	90,000	137,000	83%	0	0%	137,000	100%	0	0%	0	0%	137,000
13	Telemetry	4270	36,000	29,974	32,686	35,000	91%	0	0%	35,000	100%	0	0%	0	0%	35,000
14	Power	4275	37,000	20,927	26,000	32,000	70%	0	0%	32,000	100%	0	0%	0	0%	32,000
Total Sewer System Expense			\$ 340,000	\$ 147,074	\$ 273,686	\$ 337,000	80%	\$ -		\$ 337,000		\$ -		\$ -	\$ 337,000	
Trash Expense																
15	Contract Trash Services	4285	663,000	491,903	661,403	690,000	100%	0	0%	0	0%	690,000	100%	0	0%	690,000
Total Trash Expense			\$ 663,000	\$ 491,903	\$ 661,403	\$ 690,000	100%	\$ -		\$ -		\$ 690,000		\$ -	\$ 690,000	
Maintenance Expenses																
16	Gasoline	4310	24,000	11,321	15,500	20,000	65%	8,600	43%	8,200	41%	2,800	14%	400	2%	20,000
17	Vehicle Maintenance	4320	12,000	13,625	16,500	14,000	138%	6,020	43%	5,740	41%	1,960	14%	280	2%	14,000
18	Building Security	4330	20,000	10,292	10,292	1,000	51%	330	33%	340	34%	330	33%	0	0%	1,000
19	Building Maintenance	4340	15,000	13,687	15,000	16,000	100%	5,280	33%	5,440	34%	5,280	33%	0	0%	16,000
20	Signs & Banners	4350	5,000	4,000	4,500	3,000	90%	990	33%	1,020	34%	990	33%	0	0%	3,000
21	Public Landscaping	4360	5,500	1,460	5,500	5,500	100%	0	0%	0	0%	0	0%	5,500	100%	5,500
22	Employee Workplace Safety	4370	5,000	2,000	2,200	5,000	44%	2,150	43%	2,050	41%	700	14%	100	2%	5,000
23	Emergency Preparedness	4380	1,000	0	0	1,500	0%	0	0%	0	0%	0	0%	1,500	100%	1,500
Total Maintenance Expenses			\$ 87,500	\$ 56,385	\$ 69,492	\$ 66,000	79%	\$ 23,370		\$ 22,790		\$ 12,060		\$ 7,780	\$ 66,000	

Draft

FY 2025 - 2026 OPERATING BUDGET

Sheet No.	Account	Adopted	Actual Through	Projected	Draft	Percent	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total				
		FY 2024 - 2025	3/31/2024	June 2025	FY 2025 - 2026	Expended	\$	%	\$	%	\$	%	\$	%					
Salaries & Benefits																			
24	Regular Salaries	4400	877,500	698,540	877,500	901,400	100%	351,546	39%	360,560	40%	171,266	19%	18,028	2%	901,400			
25	Payroll Taxes	4500	16,000	12,950	16,050	18,000	100%	7,020	39%	7,200	40%	3,420	19%	360	2%	18,000			
26	Group Insurance	4525	173,000	128,430	171,240	191,000	99%	74,490	39%	76,400	40%	36,290	19%	3,820	2%	191,000			
27	Retirement Benefits	4550	102,100	75,242	93,500	99,000	92%	38,610	39%	39,600	40%	18,810	19%	1,980	2%	99,000			
28	Uniforms	4575	7,100	1,240	3,100	7,100	44%	3,053	43%	2,911	41%	994	14%	142	2%	7,100			
29	Workers' Comp Insurance	4600	14,500	9,258	12,258	13,500	85%	5,265	39%	5,400	40%	2,565	19%	270	2%	13,500			
30	Employee Education & Wellness	4650	19,000	12,751	18,115	23,000	95%	8,970	39%	9,200	40%	4,370	19%	460	2%	23,000			
Total Salaries & Benefits		\$	1,209,200	938,411	\$	1,191,763	\$	1,253,000	99%	\$	488,954	\$	501,271	\$	237,715	\$	25,060	\$	1,253,000
Administrative Expenses																			
31	Regular Board Payments	5010	9,500	3,876	7,000	9,500	74%	3,705	39%	3,800	40%	1,805	19%	190	2%	9,500			
32	Special Board Meetings	5020	4,000	448	1,000	4,000	25%	1,560	39%	1,600	40%	760	19%	80	2%	4,000			
33	Board/ Committee Expenses	5030	2,000	107	107	2,000	5%	780	39%	800	40%	380	19%	40	2%	2,000			
34	Board Conferences & Seminars	5040	5,000	160	500	5,000	10%	1,950	39%	2,000	40%	950	19%	100	2%	5,000			
35	Travel & Lodging	5050	10,000	10,261	10,261	10,000	103%	3,900	39%	4,000	40%	1,900	19%	200	2%	10,000			
36	District Dues & Memberships	5100	29,000	28,948	28,948	32,000	100%	11,654	36%	13,458	42%	6,621	21%	267	1%	32,000			
37	Office Supplies	5210	10,000	7,293	10,000	10,000	100%	3,300	33%	3,400	34%	3,300	33%	0	0%	10,000			
38	On-Line Bill Paying	5215	4,500	2,854	4,000	4,500	89%	1,845	41%	1,980	44%	675	15%	0	0%	4,500			
39	Communications	5220	28,000	24,203	26,500	29,000	95%	9,570	33%	9,860	34%	9,570	33%	0	0%	29,000			
40	Printing & Publications	5230	6,000	7,588	7,588	6,000	126%	1,980	33%	2,040	34%	1,980	33%	0	0%	6,000			
41	Postage & Shipping	5240	12,000	12,359	12,359	12,000	103%	3,960	33%	4,080	34%	3,960	33%	0	0%	12,000			
42	Miscellaneous Office Expense	5250	39,000	46,328	50,000	26,700	128%	10,824	41%	11,502	43%	4,251	16%	123	0%	26,700			
43	Office Utilities	5260	4,500	3,861	5,871	1,000	130%	330	33%	340	34%	330	33%	0	0%	1,000			
44	Office Equipment Maintenance	5290	11,000	2,210	6,300	7,000	57%	2,310	33%	2,380	34%	2,310	33%	0	0%	7,000			
45	Capital Replacement	5295	158,000	73,168	115,000	8,000	73%	2,640	33%	2,720	34%	2,640	33%	0	0%	8,000			
46	Insurance	5400	47,000	49,140	49,140	51,000	105%	20,910	41%	22,440	44%	7,650	15%	0	0%	51,000			
47	Legal Services	5510	70,000	45,000	65,000	73,000	93%	65,330	89%	5,720	8%	1,950	3%	0	0%	73,000			
48	Accounting Services	5520	50,000	52,688	55,000	58,000	110%	23,780	41%	25,520	44%	8,700	15%	0	0%	58,000			
49	Computer Services & Subscriptions	5530	55,000	40,240	48,300	65,000	88%	26,650	41%	28,600	44%	9,750	15%	0	0%	65,000			
50	Engineering Services	5540	75,000	42,820	50,000	75,000	67%	30,750	41%	33,000	44%	11,250	15%	0	0%	75,000			
51	Bank & Trustee Fees	5560	4,000	2,500	3,912	4,000	98%	1,640	41%	1,760	44%	600	15%	0	0%	4,000			
52	Other Professional Services	5565	60,000	39,500	50,000	90,000	83%	34,850	41%	37,400	44%	12,750	15%	0	0%	90,000			
53	Legal Notices Publication	5600	6,000	568	568	3,000	9%	990	33%	1,020	34%	990	33%	0	0%	3,000			
54	Public Information & Outreach	5650	10,000	1,000	1,000	5,000	10%	1,650	33%	1,700	34%	1,650	33%	0	0%	5,000			
Total Administrative Expenses		\$	709,500	497,119	\$	608,354	\$	590,700	86%	\$	266,857	\$	221,120	\$	96,723	\$	1,001	\$	585,700
TOTAL OPERATING EXPENSES		\$	4,300,100	\$	2,901,096	\$	4,186,797	\$	4,304,700	\$	2,147,181	\$	1,082,181	\$	1,036,498	\$	33,841	\$	4,299,700
NET OPERATING INCOME		\$	439,900		\$	376,480	\$	537,300	\$	309,819	\$	447,819	\$	(181,498)	\$	(33,841)	\$	542,300	

Draft

FY 2025 - 2026 OPERATING BUDGET

Sheet No.	Account	Adopted	Actual Through	Projected	Draft	Percent	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total	
		FY 2024 - 2025	3/31/2024	June 2025	FY 2025 - 2026	Expended	\$	%	\$	%	\$	%	\$	%		
OTHER REVENUES																
55	Interest Earnings	6100	300,000	253,000	312,000	300,000	104%	105,000	35%	165,000	55%	30,000	10%	0	0%	300,000
56	Penalty Revenue	6200	32,000	20,750	31,125	32,000	97%	3,200	10%	3,200	10%	3,200	10%	22,400	70%	32,000
57	Secured & Unsecured Taxes	6320	115,000	56,749	110,000	115,000	96%	0	0%	0	0%	0	0%	115,000	100%	115,000
TOTAL OTHER REVENUES			\$ 447,000	\$ 330,499	\$ 453,125	\$ 447,000	101%	\$ 108,200		\$ 168,200		\$ 33,200		\$ 137,400		\$ 447,000
DEBT OBLIGATIONS																
59	2016 Sewer Refunding Bonds	2855	215,000	155,666	183,831	200,000	86%	0	0%	200,000	100%	0	0%	0	0%	200,000
60	CSDA Loan - Smart Meter Project	2700	85,000	85,000	85,000	85,000		41,225	49%	43,775	52%	0	0%	0	0%	85,000
TOTAL DEBT OBLIGATION			\$ 215,000	\$ 240,666	\$ 183,831	\$ 285,010	86%	\$ 41,235		\$ 243,775		\$ -		\$ -		\$ 285,010
OTHER BUDGET ITEMS																
61	Allocation of Community Service	N/A	1,000	0	0	1,000	0%	485	49%	515	52%	0	0%	(1,000)	0%	0
TOTAL OTHER BUDGET ITEMS			\$ 1,000	\$ 0	\$ -	\$ 1,000		\$ 485		\$ 515		\$ -		\$ (1,000)		\$ -
AVAILABLE FOR CAPITAL & RESERVES			\$ 670,900	\$ 89,833	\$ 645,774	\$ 698,290		\$ 376,299		\$ 371,729		\$ (148,298)		\$ 104,559		\$ 704,290
RESERVE CONTRIBUTIONS																
Unrestricted																
	Water							0		0		0		0		0
	Sewer							0		0		0		0		0
	Solid Waste							0		0		0		0		0
	Community Reserves							0		0		0		104,559		104,559
Total Unrestricted Contributions								\$ -		\$ -		\$ -		\$ 104,559		\$ 104,559
Board Restricted																
	Water Operations Reserve							0		0		0		0		0
	Water Rate Stabilization							0		0		0		0		0
	Water Capital Reserve							376,299		0		0		0		376,299
	Sewer Operations Reserve							0		0		0		0		0
	Sewer Rate Stabilization							0		0		0		0		0
	Sewer Capital Reserve							0		371,729		0		0		371,729
	Solid Waste Operations Reserve							0		0		0		0		0
	Solid Waste Rate Stabilization							0		0		(148,298)		0		(148,298)
	Solid Waste Capital Reserve							0		0		0		0		0
Total Board Restricted Contributions								\$ 376,299		\$ 371,729		\$ (148,298)		\$ -		\$ 599,731
Outside Restricted																
	Water							0		0		0		0		0
	Sewer							0		0		0		0		0
	Solid Waste							0		0		0		0		0
Total Outside Restricted Contributions								\$ -		\$ -		\$ -		\$ -		\$ -
AVAILABLE AFTER RESERVE CONTRIBUTIONS								\$ 0		\$ 0		\$ 0		\$ 0		\$ 0