



Board of Directors:

SUSIE KOESTERER, President  
ELLEN SPIEGEL, Vice President  
KRISTINA BREWER, Director  
MARCIA MARCUS, Director  
BOB NAST, Director

AKBAR ALIKHAN  
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

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**NOTICE IS HEREBY GIVEN** that the Board of Directors of the Channel Islands Beach Community Services District will hold A Regular Meeting beginning at 6:00 PM on Tuesday, February 13, 2018. The Meeting will be held at the **District Office Conference Room, 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)
2. Special Presentation: United Water Conservation District Board President, Robert Eranio

**C. CONSENT CALENDAR:**

1. Approve the Agenda Order
2. Financial Reports:
  - a. Cash Disbursal & Receipt Report –January 2018
3. Operations & Maintenance Report – Smart Cover Installation Report
4. Minutes
  - a. January 9, 2018
  - b. January 29, 2018

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

	<b>Account Number</b>	<b>Water Relief</b>	<b>Sewer Relief</b>	<b>Total Relief</b>
<b>a.</b>	07370-01	-\$204.11	-\$499.76	-\$703.87
<b>b.</b>	18490-01	-\$231.00	-\$891.33	-\$1,122.33
<b>c.</b>	06081-06	-\$590.74	-\$1,391.09	-\$1,981.83
<b>d.</b>	11210-03	-\$125.40	-\$296.83	-\$422.23
<b>e.</b>	15600-03	-\$9.94	-\$30.91	-\$40.85
<b>f.</b>	12081-06	-\$58.91	-\$159.72	-\$218.63

#### **D. ACTION CALENDAR**

1. **Summary of Fisherman's Wharf Design Charrette Exercise**

Recommendation:

- 1) Receive and file report.

2. **AMI Pilot Test and Financial Plan**

Recommendation:

- 1) Receive and file report.

3. **Board Reorganization for Calendar Year 2018**

- 1) Recommendation: Elect new officers for Board positions, committees, and outside agency appointments.

#### **E. INFORMATION CALENDAR**

1. Report from Board Members of any meeting or conference where compensation from the District for attendance was received.
2. Public Agency Notification of Surplus Property
3. Port Hueneme Water Agency Agenda Review

#### **F. BOARD MEMBER COMMENTS**

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

## AGENDA POSTING CERTIFICATION

This agenda was posted Friday, February 9, 2018 by 9:00 AM. 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
- Corner Store, 2425 Roosevelt Blvd.
- District Office, 353 Santa Monica Drive

Agendas are also posted on the District's website at [www.cibcsd.com](http://www.cibcsd.com).



Akbar Alikhan  
*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

2/8/2018 4:10 PM

Register: 1002 · Checking Pacific Western

From 01/01/2018 through 01/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/02/2018		QuickBooks Payroll ...	-split-	Created by Pay...	19,334.39			906,830.82
01/03/2018	To Print	Carol J Dillon	-split-	Direct Deposit		X		906,830.82
01/03/2018	To Print	Casey D Johnson	-split-	Direct Deposit		X		906,830.82
01/03/2018	To Print	E.D. Brock	-split-	Direct Deposit		X		906,830.82
01/03/2018	To Print	Erika F Davis	-split-	Direct Deposit		X		906,830.82
01/03/2018	To Print	Lupe C Lopez	-split-	Direct Deposit		X		906,830.82
01/03/2018	To Print	Mark A Espinosa	-split-	Direct Deposit		X		906,830.82
01/03/2018	To Print	Akbar Alikhan	-split-	Direct Deposit		X		906,830.82
01/05/2018	RETCK	Returned Item	1200 - Accounts Recei...	Plunkett	172.00			906,658.82
01/05/2018	4692	A to Z Law, LLP	2000 - Accounts Payable		2,970.00			903,688.82
01/05/2018	4693	ACWA/Joint Powers...	2000 - Accounts Payable	Work comp 10-...	1,949.02			901,739.80
01/05/2018	4694	ACWA/JPIA Health ...	2000 - Accounts Payable		734.73			901,005.07
01/05/2018	4695	Base Auto Parts	2000 - Accounts Payable		218.44			900,786.63
01/05/2018	4696	Cardmember Service	2000 - Accounts Payable		3,838.47			896,948.16
01/05/2018	4697	CIBCS-D-Petty Cash	2000 - Accounts Payable		382.43			896,565.73
01/05/2018	4698	Data West Corp.	2000 - Accounts Payable		180.00			896,385.73
01/05/2018	4699	Document Systems, I...	2000 - Accounts Payable	Final Maint. Py...	117.67			896,268.06
01/05/2018	4700	Elecsys Corporation	2000 - Accounts Payable		223.50			896,044.56
01/05/2018	4701	FGL Environmental I...	2000 - Accounts Payable		574.00			895,470.56
01/05/2018	4702	Frontier	2000 - Accounts Payable		239.78			895,230.78
01/05/2018	4703	Garcia's Landscaping...	2000 - Accounts Payable	Clean-up of Di...	450.00			894,780.78
01/05/2018	4704	Hollister & Brace	2000 - Accounts Payable		612.50			894,168.28
01/05/2018	4705	Nationwide Retirement	2000 - Accounts Payable	pr pd 12/16/17 ...	3,194.59			890,973.69
01/05/2018	4706	Pacific Couriers	2000 - Accounts Payable		205.70			890,767.99
01/05/2018	4707	SCE- Office	2000 - Accounts Payable		203.48			890,564.51
01/05/2018	4708	Spectrum	2000 - Accounts Payable	cable	41.39			890,523.12
01/05/2018	4709	SWRCB	2000 - Accounts Payable		10,014.50			880,508.62
01/05/2018	4710	Tampa Hardware 2	2000 - Accounts Payable		131.11			880,377.51
01/05/2018	4711	The Appraisal Place	2000 - Accounts Payable	Appraisals of D...	1,500.00			878,877.51
01/05/2018	4712	Underground Service...	2000 - Accounts Payable		21.55			878,855.96
01/05/2018	4713	Xpress Lube	2000 - Accounts Payable	2010 F-150	74.11			878,781.85
01/05/2018	4714	Philip's Janitorial Ser...	2000 - Accounts Payable		231.25			878,550.60
01/05/2018	4715	Proven Print Services	2000 - Accounts Payable	VOID: Stateme...		X		878,550.60
01/09/2018	4716	County of Ventura - ...	2000 - Accounts Payable		1,335.00			877,215.60
01/09/2018	4717	Dial Security	2000 - Accounts Payable		210.00			877,005.60
01/09/2018	4718	Document Systems, I...	2000 - Accounts Payable	Office HP	60.69			876,944.91
01/09/2018	4719	Fausset Printing	2000 - Accounts Payable	Business Cards	602.20			876,342.71
01/09/2018	4720	FGL Environmental I...	2000 - Accounts Payable		176.00			876,166.71
01/09/2018	4721	Frontier	2000 - Accounts Payable		40.81			876,125.90
01/09/2018	4722	ImageSource	2000 - Accounts Payable		51.41			876,074.49

Channel Islands Beach 2013

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Register: 1002 · Checking Pacific Western

From 01/01/2018 through 01/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/09/2018	4723	JOHN CARPENTERI	2000 - Accounts Payable	CUSTOMER ...	52.21			876,022.28
01/09/2018	4724	KEH & Associates, L...	2000 - Accounts Payable		1,207.50			874,814.78
01/09/2018	4725	KIRK R. FOGG	2000 - Accounts Payable	CUSTOMER ...	70.94			874,743.84
01/09/2018	4726	Mission Linen & Uni...	2000 - Accounts Payable		111.56			874,632.28
01/09/2018	4727	Proven Print Services	2000 - Accounts Payable	VOID: 1 yr stat...		X		874,632.28
01/09/2018	4728	SoCalGas	2000 - Accounts Payable		49.09			874,583.19
01/09/2018	4729	Ventura Urgent Care	2000 - Accounts Payable	M. Espinosa m...	324.00			874,259.19
01/09/2018	4730	Streamline	2000 - Accounts Payable		200.00			874,059.19
01/09/2018		QuickBooks Payroll ...	-split-	Created by Pay...	103.75			873,955.44
01/10/2018	DEP	DEPOSIT	2050 - Customer Depo...	Dep 1/8			450.00	874,405.44
01/10/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/9			28,310.32	902,715.76
01/10/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/3			8,052.47	910,768.23
01/10/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/5			7,006.60	917,774.83
01/10/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Deo 1/8			14,115.23	931,890.06
01/12/2018	4735	Western Alliance for ...	2000 - Accounts Payable	Charrette	70.00			931,820.06
01/12/2018		QuickBooks Payroll ...	-split-	Created by Pay...	0.02			931,820.04
01/16/2018	RETCK	Returned Item	1200 - Accounts Recei...	Valerie	120.61			931,699.43
01/16/2018		QuickBooks Payroll ...	-split-	Created by Pay...	23,182.62			908,516.81
01/17/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/16			31,758.91	940,275.72
01/17/2018	DEP	DEPOSIT	2050 - Customer Depo...	Dep 1/10			150.00	940,425.72
01/17/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/11			6,772.85	947,198.57
01/17/2018	To Print	Carol J Dillon	-split-	Direct Deposit		X		947,198.57
01/17/2018	To Print	Casey D Johnson	-split-	Direct Deposit		X		947,198.57
01/17/2018	To Print	E.D. Brock	-split-	Direct Deposit		X		947,198.57
01/17/2018	To Print	Erika F Davis	-split-	Direct Deposit		X		947,198.57
01/17/2018	To Print	Mark A Espinosa	-split-	Direct Deposit		X		947,198.57
01/17/2018	To Print	Peter A. Martinez	-split-	Direct Deposit		X		947,198.57
01/17/2018	To Print	Akbar Alikhan	-split-	Direct Deposit		X		947,198.57
01/17/2018	To Print	Lupe C Lopez	-split-	Direct Deposit		X		947,198.57
01/18/2018	EDEP	DEPOSIT	1200 - Accounts Recei...	e-checks			54,598.37	1,001,796.94
01/18/2018	4736	Proven Print Services	2000 - Accounts Payable	Statements	1,451.25			1,000,345.69
01/19/2018	4737	ACWA/JPIA Health ...	2000 - Accounts Payable		842.57			999,503.12
01/19/2018	4738	Aflac	2000 - Accounts Payable		300.50			999,202.62
01/19/2018	4739	Architects Orange, L...	2000 - Accounts Payable	Initial Contract...	1,000.00			998,202.62
01/19/2018	4740	AT & T	2000 - Accounts Payable		512.66			997,689.96
01/19/2018	4741	AWA	2000 - Accounts Payable	Brock, Casey, ...	140.00			997,549.96
01/19/2018	4742	CIBCS D-Petty Cash	2000 - Accounts Payable		388.34			997,161.62
01/19/2018	4743	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 11/16/17 ...	40,434.86			956,726.76
01/19/2018	4744	FGL Environmental I...	2000 - Accounts Payable		162.00			956,564.76
01/19/2018	4745	Frontier	2000 - Accounts Payable		402.77			956,161.99

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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/19/2018	4746	Nationwide Retirement	2000 - Accounts Payable	pr pd 12/30/17 ...	3,230.82			952,931.17
01/19/2018	4747	Pitney Bowes Inc.	2000 - Accounts Payable		144.16			952,787.01
01/19/2018	4748	So. California Edison...	2000 - Accounts Payable		815.14			951,971.87
01/19/2018	4749	Xerox Financial Serv...	2000 - Accounts Payable		260.91			951,710.96
01/24/2018	DEP	DEPOSIT	2050 - Customer Depo...	Dep 1/16			150.00	951,860.96
01/24/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/23			5,226.66	957,087.62
01/24/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/18			312.54	957,400.16
01/24/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/23			28,024.84	985,425.00
01/24/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/18			16,577.09	1,002,002.09
01/24/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/22			4,698.28	1,006,700.37
01/24/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/22			20,922.20	1,027,622.57
01/24/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/22			3,514.57	1,031,137.14
01/24/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/22			5,071.74	1,036,208.88
01/24/2018	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 1/22			5,816.34	1,042,025.22
01/25/2018	4750	Bay Alarm Company	2000 - Accounts Payable	103152	209.25			1,041,815.97
01/25/2018	4751	County of Ventura	2000 - Accounts Payable	Transfer from ...	350,000.00			691,815.97
01/25/2018	4752	FGL Environmental I...	2000 - Accounts Payable		829.00			690,986.97
01/25/2018	4753	Frontier	2000 - Accounts Payable		266.33			690,720.64
01/25/2018	4754	House Sanitary Supply	2000 - Accounts Payable		233.96			690,486.68
01/25/2018	4755	Office Depot	2000 - Accounts Payable		187.37			690,299.31
01/25/2018	4756	SCE- Office	2000 - Accounts Payable		235.98			690,063.33
01/25/2018	4757	So. California Edison...	2000 - Accounts Payable		290.26			689,773.07
01/25/2018	4758	TC Experts, Inc.	2000 - Accounts Payable		1,954.39			687,818.68
01/25/2018	4759	Websoft Developers, ...	2000 - Accounts Payable	Implementation...	10,000.00			677,818.68
01/25/2018	4760	Bay Alarm Company	2000 - Accounts Payable	103152	1,497.50			676,321.18
01/26/2018	EDEP	DEPOSIT	1200 - Accounts Recei...	E-checks			59,652.84	735,974.02
01/29/2018	4731	Frontier	2000 - Accounts Payable	VOID:		X		735,974.02
01/29/2018	4731	Frontier	2000 - Accounts Payable		202.36			735,771.66
01/29/2018	4732	Philip's Janitorial Ser...	2000 - Accounts Payable	VOID:		X		735,771.66
01/29/2018	4732	Philip's Janitorial Ser...	2000 - Accounts Payable		185.00			735,586.66
01/29/2018	4733	Sam Hill & Sons, Inc.	2000 - Accounts Payable	VOID: 4145 O...		X		735,586.66
01/29/2018	4733	Sam Hill & Sons, Inc.	2000 - Accounts Payable	4145 Ocean Dr...	10,680.00			724,906.66
01/29/2018	4761	Nationwide Retirement	2000 - Accounts Payable	Pr. Pd. 1/13/18 ...	3,365.09			721,541.57
01/30/2018	4762	Cardmember Service	2000 - Accounts Payable		4,339.17			717,202.40
01/30/2018	4763	Dial Security	2000 - Accounts Payable		210.00			716,992.40
01/30/2018	4764	Hollister & Brace	2000 - Accounts Payable		175.00			716,817.40
01/30/2018	4765	Plumbers Depot, Inc.	2000 - Accounts Payable		715.43			716,101.97
01/30/2018	4766	Sam Hill & Sons, Inc.	2000 - Accounts Payable	Sawtelle Job	1,572.50			714,529.47
01/30/2018	4767	Famcon Pipe and Su...	2000 - Accounts Payable	Smart Cover S...	2,101.13			712,428.34
01/30/2018		QuickBooks Payroll ...	-split-	Created by Pay...	24,036.20			688,392.14

Channel Islands Beach 2013

2/8/2018 4:10 PM

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From 01/01/2018 through 01/31/2018

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
01/31/2018	To Print	Casey D Johnson	-split-	Direct Deposit		X		688,392.14
01/31/2018	To Print	E.D. Brock	-split-	Direct Deposit		X		688,392.14
01/31/2018	To Print	Erika F Davis	-split-	Direct Deposit		X		688,392.14
01/31/2018	To Print	Keila E Wilson	-split-	Direct Deposit		X		688,392.14
01/31/2018	To Print	Lupe C Lopez	-split-	Direct Deposit		X		688,392.14
01/31/2018	To Print	Mark A Espinosa	-split-	Direct Deposit		X		688,392.14
01/31/2018	To Print	Peter A. Martinez	-split-	Direct Deposit		X		688,392.14
01/31/2018	To Print	Akbar Alikhan	-split-	Direct Deposit		X		688,392.14
01/31/2018	To Print	Carol J Dillon	-split-	Direct Deposit		X		688,392.14

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, January 9, 2018

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

Vice President Spiegel called the meeting to order at 6:00 PM and led everyone in attendance in the Pledge of Allegiance. In attendance Director Marcus, Director Brewer, 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 Koesterer and Director Nast were absent.

**B. PUBLIC COMMENTS:**

None.

**C. CONSENT CALENDAR:**

Director Marcus moved to approve the Consent Calendar and Director Brewer seconded the motion. The motion passed.

Spiegel, Marcus, Brewer 3 - Yes 0 - No

**D. ACTION CALENDAR**

1. Participation in Fisherman's Wharf Design Charrette

Resident Bill Higgins offered to answer any questions regarding the Charrette. There was a lengthy Board discussion regarding the Fisherman's Wharf Design Charrette. Vice President Spiegel moved to approve the motion to designate General Manager Alikhan as the voting member and Director Brewer as a member of the caucus with the option to nominate two members of the public as advisors. Director Marcus seconded the motion and the motion passed unanimously.

Spiegel, Marcus, Brewer 3 - Yes 0 - No

2. Appraisal Report of District Properties

General Manager Alikhan explained the appraisal Report. The Board asked questions about the process and the General Manager and General Counsel answered questions. Director Brewer motioned to authorize the General Manager to commence the sale of both lots. Director Spiegel seconded the motion. The motion collectively passed.

Spiegel, Marcus, Brewer 3 - Yes 0 - No



### 3. Agreement for Space Planning & Design Services

General Alikhan explained that this was a budget keeping mechanism and the funds were already in the budget. The Scope of the work would include assessment of the existing building whether it needed to be remodeled or replaced. Director Brewer moved to approve the budget re-appropriation and authorize the General Manager to enter into an agreement with Architects Orange, LLP for Design services. Director Spiegel seconded the motion. The motion was approved.

Spiegel, Marcus, Brewer 3 - Yes 0 – No

### 4. Solid Waste Contract Renewal

General Alikhan and the Board acknowledged the excellent service EJ Harrison provides to the community. General Alikhan explained the changes in the contract and that the motion was solely about approving the EJ Harrison contract. Director Marcus moved to approve the contract and Director Brewer seconded the motion. The motion passed unanimously.

Spiegel, Marcus, Brewer 3 - Yes 0 – No

### 5. Update to Service Line Split Requirements

This was an item requested by Director Brewer at the November Board meeting. In the case of a service line split, it would require a licensed plumber to verify the internal plumbing is not interconnected. Director Marcus moved to adopt the update to the service line split requirements and Director Brewer seconded. The motion passed.

Spiegel, Marcus, Brewer 3 - Yes 0 – No

### 6. Board Reorganization for Calendar Year 2018

Since there were Board Members absent the Board discussed deferring the item until the next Board Meeting in February. Director Marcus made the motion to continue the motion until the February Board Meeting. Director Spiegel seconded the motion. The motion was approved.

Spiegel, Marcus, Brewer 3 - Yes 0 – No

## **E. INFORMATION CALENDAR**

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

None.

2. Thank you letter from Oxnard Unified High School District

General Alikhan presented the thank you letter from Oxnard Unified High School District for the donation of the copier/scanner.

### 3. Results of Utility Bill Audit from Utility Cost Management

General Alikhan explained we took part in a utility review and Utility Cost Management reviewed our rates and they found they were equitable.

#### **F. BOARD MEMBER COMMENTS:**

Director Brewer announced vacation rentals and deck discussions postponed until February and March due to the fire.

Director Marcus inquired about Director Nast's invitation to a speaker from United for February meeting. General Manager Alikhan did not have it confirmed so it is not yet scheduled.

Director Marcus welcomed the two new staff members, Kaila DuSold and Pete Martinez.

Director Marcus also asked about David Brock, Operations Staff Member. Board members said they wished the best for him and his family recovering from the Thomas fire tragedy.

Director Marcus announced the AWA breakfast was scheduled for January 18<sup>th</sup>.

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

General Counsel said it was a quiet month in December. There was not much going on with the GSP. GMA working on an interior plan going forward.

General Manager commented that the City of Port Hueneme has a strategic planning exercise scheduled for this month.

General Manager noted that the flood insurance was going to be held off until April since the rates are forecasted to go down.

General Manager announced that security cameras were being installed outside of the District office to help prevent the illegal dumping that has been occurring frequently.

General manager added that the next meeting would include discussions pertaining to installation and testing of 10 new meters, CalPers status, GSP update, and Charrette report.

The Board Meeting adjourned at 7:35 PM.

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, January 29, 2018

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

Vice President Spiegel called the meeting to order at 1:36 PM and led everyone in attendance in the Pledge of Allegiance. In attendance, Director Marcus, Director Brewer, 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 Koesterer was absent.

**B. PUBLIC COMMENTS:**

None.

**C. CONSENT CALENDAR:**

Vice President Spiegel moved to approve the Consent Calendar and Director Brewer seconded the motion. The motion passed unanimously.

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

**D. ACTION CALENDAR**

1. Authorization to Purchase Smart Cover Devices

Deputy General Manager/ Operations Manager Pete Martinez provided a PowerPoint presentation demonstrating the necessity for Smart Cover Devices in the Channel Islands Beach community. General Manager Alikhan explained the reallocation of funds. Director Marcus moved to approve a \$60,000 reallocation from Sewer Capital Replacement Fund-Reserves to Capital Purchases and authorizing the General Manager to enter into purchase agreement with Plumber's Depot Inc. for a not-to-exceed amount of \$40,000. Vice President Spiegel seconded the motion the motion passed unanimously.

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

**E. INFORMATION CALENDAR**

NONE

**F. BOARD MEMBER COMMENTS:**

Director Nast addressed the need for speed signs and crosswalks in the community emphasizing the recent incident in the community involving a resident and a driver who was speeding. Discussion ensued regarding county right of way, jurisdiction and enforcement issues. Board discussed possibly sending a letter to the County at staff level.

Director Nast stated that Bruce Dandy from United wanted to talk to the Board and asked to agendaize a presentation from speaker Bruce Dandy from United at next board meeting. Director Nast will get back to General Manager if it's a presentation that needs to be agendaized or simply a discussion that can take place during comments at end of meeting.

Director Marcus announced PHWA meeting is February 20<sup>th</sup> at 4:00 pm.

Director Marcus also mentioned she was pleased to hear the compliments from constituents in the community regarding the Districts representation at the Charrette. She thanked General Manager Alikhan and Director Brewer.

Director Brewer announced that the deck appeals were postponed indefinitely due to the fires in the county.

Vice President Spiegel stated that the PHWA manager meeting is scheduled for February 6<sup>th</sup> at 10:30 am.

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

General Counsel had no comments.

General Manger mentioned the GMA workshop is scheduled for February 8<sup>th</sup>.

General Manager said he will agendaize the Charrette summary for the Board at the February 13<sup>th</sup> Board Meeting.

The Board Meeting adjourned at 2:40 PM.

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Ellen Spiegel, Vice President



Board of Directors:

SUSIE KOESTERER, President  
 ELLEN SPIEGEL, Vice President  
 KRISTINA BREWER, Director  
 MARCIA MARCUS, Director  
 BOB NAST, Director

AKBAR ALIKHAN  
 General Manager

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**Regular Board Meeting, February 13, 2018**

**To:** Board of Directors  
**From:** Akbar Alikhan, *General Manager*  
**Subject:** Summary of Fisherman’s Wharf Design Charrette  
**Item No.** D-1

**RECOMMENDATION:**

Receive and file report.

**FINANCIAL IMPACT:** No impact.

**BACKGROUND:**

The County of Ventura has been pursuing the redevelopment of the Fisherman’s Wharf area of the Channel Islands Harbor, which includes the construction of 400 apartment units and mixed-use retail space. On January 3, 2018, the District was notified of a Specific Planning Charrette exercise being organized by the Harbor & Beach Community Alliance (HBCA), with the intention of arriving at an alternative design to the County’s proposed design. The District accepted the invitation at the January 9, 2018 Board Meeting and to send the General Manager and Director Brewer as its designees. The Community Emergency Response Team was sent a separate invitation.

**DISCUSSION:**

On Sunday, January 28, 2018, approximately 25 community groups attended the charrette exercise, which was led by professional mediator, Dr. Cary Lowe. The following groups were represented:

Audubon Society	CAUSE (Central Coast Alliance United for a Sustainable Economy)
Building & Construction Contractors Inc.	CERT (Community Emergency Response Team)
Cabrillo Neighborhood Council	Channel Islands Beach Community Services District
Calamigos Ranch	Channel Islands Bike Club
Paddle Club Groups:	CICA (Channel Islands Community Association)
California Kayak Friends, Channel Islands Paddlers Meet Up	Channel Islands Waterfront Homeowners Association
Rincon Outrigger Canoe Club, Channel Islands Outrigger Canoe Club	Channel Islands Yacht Club
Elite Theatre Company	HBCA (Harbor & Beach Community Alliance)

Hollywood Beach Café	Hollywood Beach Neighborhood Council
INCO Executive Board (Inter-Neighborhood Council Organization)	Oxnard Shores Neighborhood Council
Wagonairs, Coasters RV, Elks RV-UTA	Studio Gallery
Surfriders -Ventura	Vagabundos Del Mar
Valkyrie Yachts	Via Marina Neighborhood Council
Westport Homeowners Association	Wilson Neighborhood Council

During the course of the exercise, the group developed a list of development criteria that ought to be taken into consideration for future plans of the Fisherman’s Wharf area. Below are key design criteria agreed to by the group. The full list will be made available by HBCA upon presentation to the City of Oxnard Harbor Task Force, scheduled for later this month.

1. A “Master Plan” (an updated Public Works Plan), that is long overdue, should be created that presents a complete vision for the entire small boat harbor.
2. Participants want a more open transparent process for development proposals at the harbor starting from RFQs & RFPs.
3. The existing Local Coastal Plan’s (LCP) policies should be maintained.

District staff will stay attuned to the Fisherman’s Wharf project and notify the Board of significant developments.



Board of Directors:

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ELLEN SPIEGEL, Vice President  
KRISTINA BREWER, Director  
MARCIA MARCUS, Director  
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AKBAR ALIKHAN  
General Manager

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**Regular Board Meeting, February 13, 2018**

**To:** Board of Directors  
**From:** Akbar Alikhan, *General Manager*  
**Subject:** Advanced Metering Infrastructure Pilot Test & Financial Plan  
**Item No.** D-2

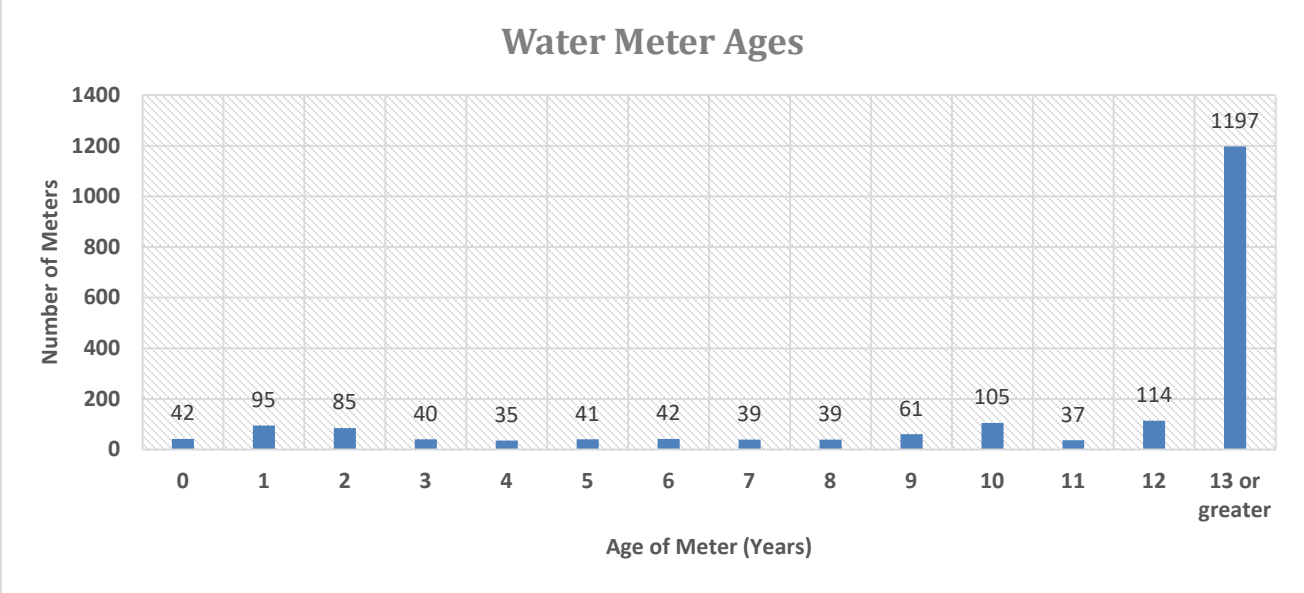
**RECOMMENDATION:**

Receive and file report.

**FINANCIAL IMPACT:** No financial impact. Pilot test results will inform proposed Capital Plan for FY 2018 – 2019.

**BACKGROUND:**

The District maintains approximately 2,000 water meters within its service area. These meters are read monthly by District Operations staff to generate data for the volumetric water consumption and sewer usage charges on customer bills. District staff replace meters as they fail, with an average of 4.3 meter replacements per month over the past 10 years. According to best available data, the average age of the District's meters is 11.2 years. However, the District's data set only goes back thirteen years and it has been observed by District staff that there are many meters that have been in the ground more than 18 years. Therefore, the real average age of the District's meters is likely considerably higher than 11.2 years. The chart below summarizes the age of the District's meters.



**AMI – Cellular Pilot Test**

The District is currently testing 10 AMI-Cellular meters throughout the service area. Because the AMI-Cellular meters rely on existing AT&T towers, staff is able to easily deploy the meters for testing. A pilot test was not available for AMI-Fixed Base or AMR meters because both options require significant capital investment to collect meter data.

The pilot test period will run for three months, from mid-February through mid-May 2018. It is anticipated that the District may continue the trial period beyond May until a final selection on the preferred metering technology is made. During the pilot test, staff will be evaluating ease of installation, reliability of data transmission, ease of use for customer and administrative portal, quality of leak detection reports, and vendor responsiveness.

**Meter Replacement & Available Technologies**

The bulk of the District’s water meters are positive displacement (PD) meters, which determine water volume using mechanical components that shift and move as water passes through. As they age, the mechanical componentry inside the PD meter slows down and registers less water. For example, 7,480 gallons of water will register accurately as 10 HCF in the first year of the meter’s life, but may register as only 8 HCF late in the meter’s life. For the purposes of water loss reporting, producing accurate billing data, and promoting customer parity, the American Water Works Association (AWWA) recommends replacing PD meters every 10 years.

As many of the District’s meters reach the end of their useful life and require replacements, the District is considering what options are available for new meters. Over the past decade, new metering technologies have emerged that can maintain better accuracy as the meter ages and eliminate the need to manually read meters, thereby reducing operational costs. The types of metering technology available are listed and summarized below.

1. Manual Read (Status Quo)



2. Automatic Meter Reading (AMR)
3. Advanced Metering Infrastructure (AMI) – Fixed Base Network
4. Advanced Metering Infrastructure – Cellular

<b>Manual Read (Status Quo)</b>
<b>Description:</b>
<ul style="list-style-type: none"> <li>• Staff physically reads meters on a monthly basis using handheld device</li> </ul>
<b>Pros:</b>
<ul style="list-style-type: none"> <li>• Does not require significant capital investment in the short term, continue to replace meters as they fail</li> <li>• Does not require staff time to make operational or administrative changes</li> </ul>
<b>Cons:</b>
<ul style="list-style-type: none"> <li>• Most costly option from FY 2023 and onward</li> <li>• Unable to identify leaks until after billing cycle / Customer unaware of usage</li> <li>• Under-reporting of water use</li> </ul>

<b>Automatic Meter Reading (AMR)</b>
<b>Description:</b>
<ul style="list-style-type: none"> <li>• Requires replacing most District meters and installing communication node that sits below the meter box lid</li> <li>• District vehicle drives with receiver device drives down the street; node transmits meter data to receiver as vehicle drives down the street</li> </ul>
<b>Pros:</b>
<ul style="list-style-type: none"> <li>• Significantly reduces staff time spent collecting meter data</li> </ul>
<b>Cons:</b>
<ul style="list-style-type: none"> <li>• Still need to perform manual reads for re-reads and exceptions</li> <li>• Second most costly option from FY 2026 and onward</li> <li>• Unable to identify leaks until after billing cycle / Customer unaware of usage</li> </ul>

<b>Advanced Metering Infrastructure (AMI) – Fixed Base</b>
<b>Description:</b>
<ul style="list-style-type: none"> <li>• Requires replacing most District meters and installing communication node with cap that sits above meter box lid</li> <li>• Node communicates with data collector unit owned and maintained by the District (establishes a “fixed-base network” for District equipment) to transmit meter data</li> </ul>
<b>Pros:</b>
<ul style="list-style-type: none"> <li>• Produces real-time usage data that can be accessed by District and customer</li> <li>• Lowest cost option from FY 2023 and beyond</li> <li>• District can use fixed base network for other systems, such as sewer system SCADA</li> </ul>
<b>Cons:</b>
<ul style="list-style-type: none"> <li>• High upfront costs to establish network (can be smoothed by vendor negotiation)</li> <li>• District responsible for maintaining/troubleshooting communication issues with District-owned network</li> </ul>

<b>Advanced Metering Infrastructure – Cellular</b>
--

<b>Description:</b>
<ul style="list-style-type: none"> <li>Requires replacing most District meters and installing communication node with cap that sits above meter box lid</li> <li>Node communicates with cell tower owned and maintained by AT&amp;T</li> </ul>
<b>Pros:</b>
<ul style="list-style-type: none"> <li>Produces real-time usage data that can be accessed by District and customer</li> <li>Costs break even with status quo by FY 2023</li> <li>No maintenance or reliance on District-owned network. Relies on cellular provider for data transmission</li> <li>Easily deployed, “plug and play”</li> </ul>
<b>Cons:</b>
<ul style="list-style-type: none"> <li>Long-term reliance on cellular carrier, with ongoing data transmission costs</li> <li>Highest cost option between FY 2020 and FY 2023</li> </ul>

The table below summarizes the key features of each metering system.

Feature	Manual Read	AMR	AMI-Fixed Base	AMI-Cellular
Real-time usage available to customer and District			✓	✓
Meter reading time reduced / eliminated		✓	✓	✓
Leak detection alarms and high usage notifications			✓	✓
Ease of installation / deployment	✓			✓
Network connectivity for other systems (SCADA)			✓	

**Financial Plan**

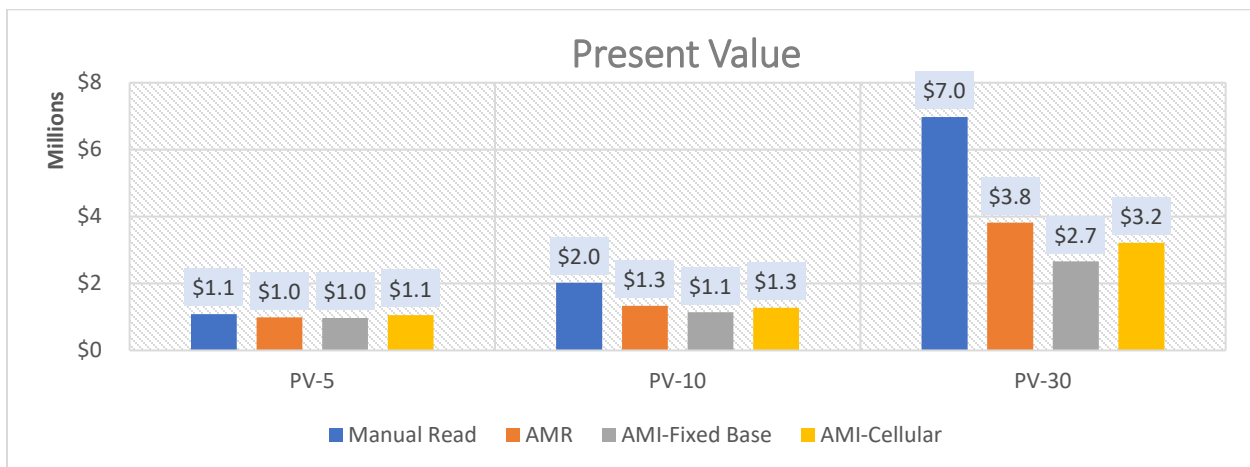
Each of the proposed metering options have varying lifecycle costs. To determine the costs associated with each a Financial Plan was developed that takes into consideration the following factors:

- Meter Costs
  - Cost per meter
  - Cost per communication node
  - Installation
  - Meter Box Lids
  - Meter and communication node lifespan
- Communication Asset costs (District owned network tower, or receiver for AMR drive-by)
- Subscription costs (customer portal access, data cellular transmission)

- Personnel costs
  - Annual Operations Labor
  - Annual Customer Service Labor
- Impacts to other Operational Costs
  - Wastewater Line Cleaning (potential to eliminate contracted work)
  - Leak Relief program (potential to eliminate program with daily usage data)
  - Apparent water loss
- Inflationary factors
  - Meter costs
  - Personnel
  - Contracted Labor
  - Subscription/License
  - Water/Sewer Rates
  - Asset Replacement

While there are many assumptions made with regards to inflationary factors, expected lifespan, and labor reduction factors, the following graphs represent the best available data and pricing information provided to District staff. The financial analysis examines the 30-year time frame from FY 2018 to FY 2048.

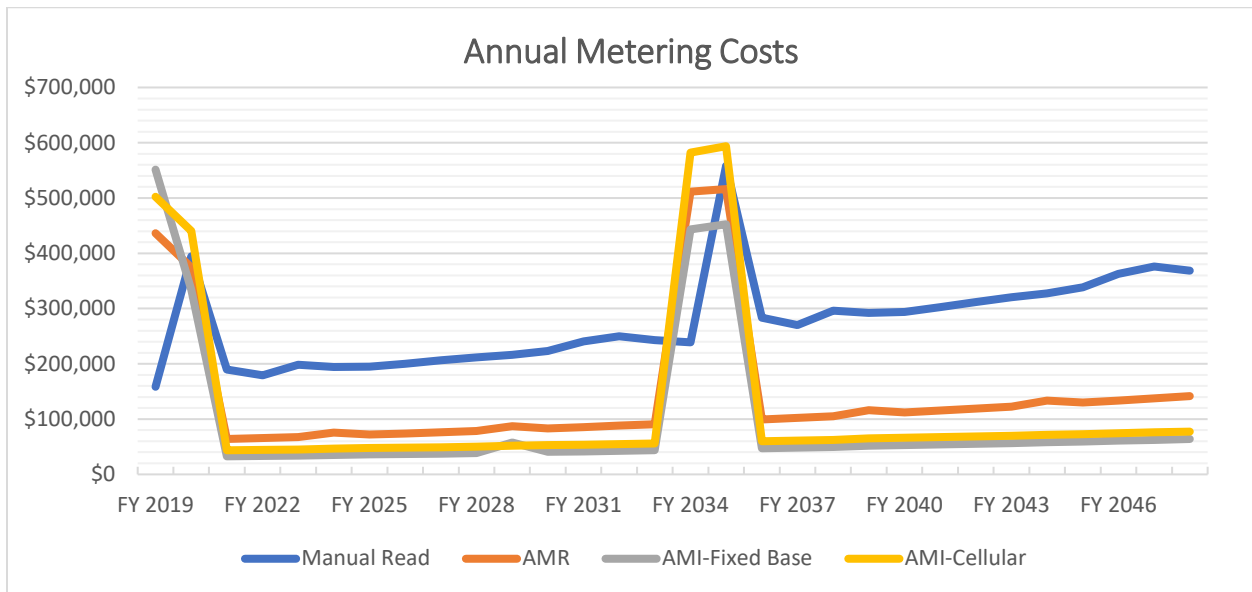
One key project evaluation metric is Present Value. In this context, Present Value represents the total cost of replacing and reading meters over the next several years in today's dollars. The lower Present Value cost is more desirable. The graph below compares the Present Value for each metering option over the course of 5 years, 10 years, and 30 years.



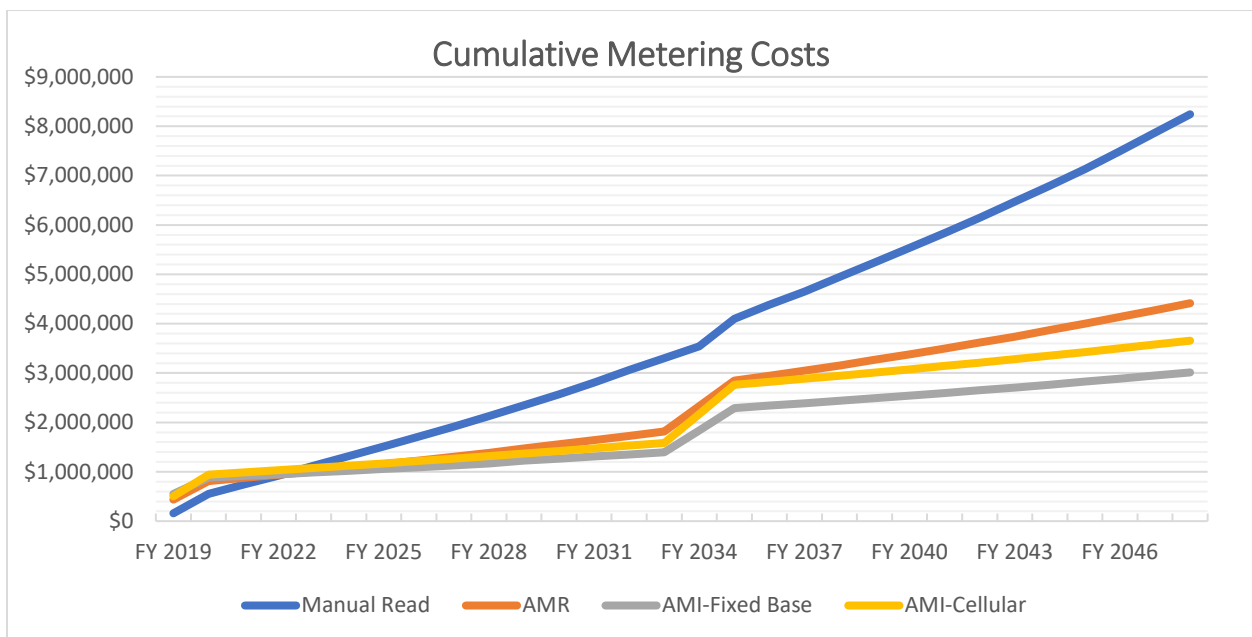
After 5 years, the Present Value for all four options is similar. However, after 10 years, the AMI technologies start to show apparent cost savings. After 30 years, manual reading costs are more than double that of both AMI options.

The line graph below compares the annual metering costs for each of the four options. Note that there are two spikes near FY 2020 and FY 2035. These spikes are caused by replacing meters that have reached the end of their useful life. The Manual Read option is considerably higher than

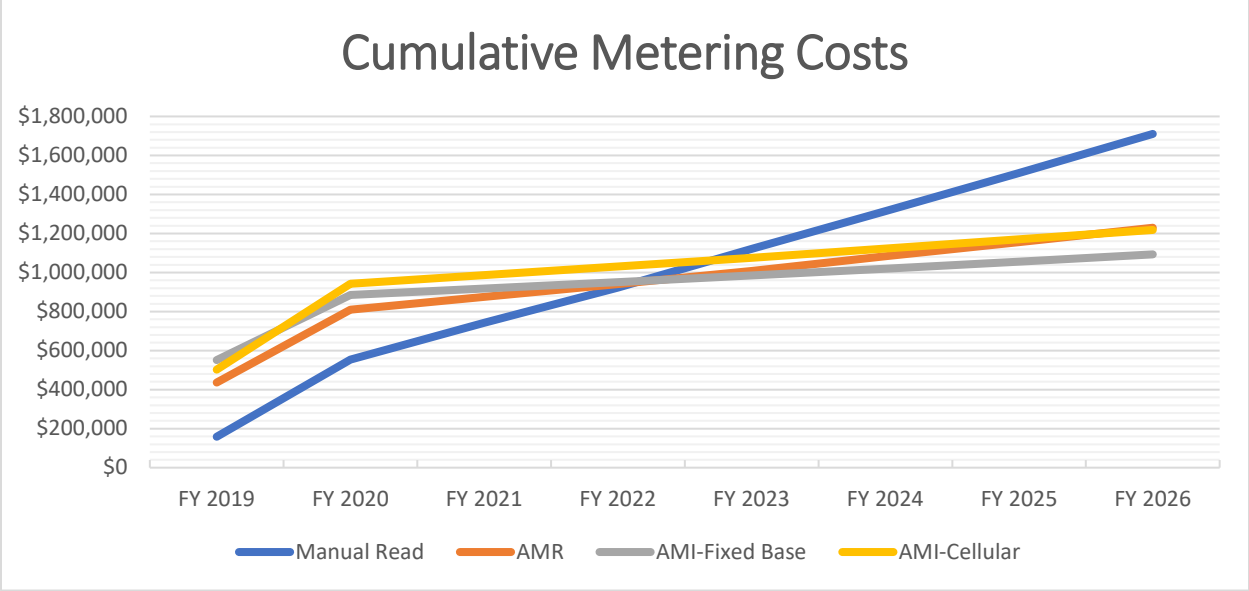
the other options due to internal labor costs and costs that would be unavoidable by continuing to manually read meter such as contracted labor costs for wastewater line cleaning and leak relief.



The graph below shows the cumulative costs for each metering option. For example, the total shown for FY 2020 includes the costs FYs 2018, 2019, and 2020. Expectedly, the Manual Read option is substantially higher than the other three options.



Observing the same data set on a 10-year outlook more clearly shows when the AMI options become more economically advantageous. The graph below shows exactly same data as above, but is focused on FY 2018 to FY 2026.



By FY 2023, Manual Read is highest cost option and climbs higher in future years. By FY 2026, AMI-Cellular is becomes more affordable than the drive-by AMR option.

**Next Steps**

Staff will be actively seeking feedback from the 10 pilot test participants on ease of use from the customer end and evaluating the administrative end of the system. Meanwhile, staff has sought input from other agencies who have recently implemented AMR and AMI technologies and what their experience has been thus far. Below is a timeline of events leading up to deployment of the District’s next generation of meters.

<b>Milestone</b>	<b>Date</b>
<b>Pilot Test &amp; Outside Agency Reviews</b>	Feb – May 2018
<b>Inclusion in Proposed Capital Budget</b>	May 2018
<b>RFP Development (if approved)</b>	July 2018
<b>Year 1 Deployment</b>	October 2018 – February 2019



## AMI Pilot Study and Financial Plan

FEBRUARY 13, 2018– REGULAR BOARD MEETING

AKBAR ALIKHAN, GENERAL MANAGER  
2/13/2018

1

## Background



- District maintains approx. 2,000 meters in the service area
- Read monthly by Operations staff
  - 3 days to read all meters + .5 days for re-reads
- Staff replaces about 4.3 meters per month
- Average age of meters is at least 11.2 years old, but likely more like 15 years old
  - (No data past 13 years)

2/13/2018

2

# AMI Pilot Test

---

- District currently testing 10 AMI-Cellular meters throughout service area
- Relies on existing AT&T towers
  - “Plug and play” capability makes it easy to test
  - Tests not available with other technologies (require upfront capital investment)
- Pilot test to run from mid-Feb to mid-May (and likely longer)
- Staff to evaluate
  - Ease of installation
  - Reliability of data transmission
  - Ease of use for customer portal and admin portal
  - Quality of leak detection alarms
  - Vendor responsiveness

# Available Technologies

---

1. Manual Read (Status Quo)
2. Automatic Meter Reading (AMR)
3. Advanced Metering Infrastructure (AMI) – Fixed Base Network
4. Advanced Metering Infrastructure (AMI) – Cellular

# Manual Reading

## Manual Read (Status Quo)

### Description:

- Staff physically reads meters on a monthly basis using handheld device

### Pros:

- Does not require significant capital investment in the short term, continue to replace meters as they fail
- Does not require staff time to make operational or administrative changes

### Cons:

- Most costly option from FY 2023 and onward
- Unable to identify leaks until after billing cycle / Customer unaware of usage



2/13/2018

5

# AMR

## Automatic Meter Reading (AMR)

### Description:

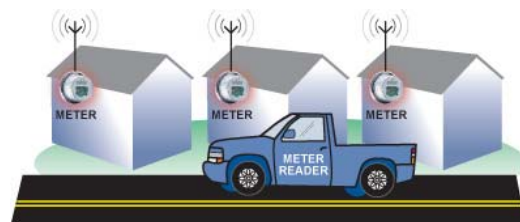
- Requires replacing most District meters and installing communication node that sits below the meter box lid
- District vehicle drives with receiver device drives down the street; node transmits meter data to receiver as vehicle drives down the street

### Pros:

- Significantly reduces staff spent collecting meter data

### Cons:

- Still need to perform manual reads for re-reads and exceptions
- Second most costly option from FY 2026 and onward
- Unable to identify leaks until after billing cycle / Customer unaware of usage



2/13/2018

6



# AMI – Fixed Base

## Advanced Metering Infrastructure (AMI) – Fixed Base

**Description:**

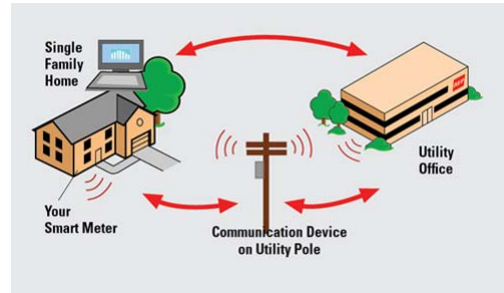
- Requires replacing most District meters and installing communication node with cap that sits above meter box lid
- Node communicates with data collector unit owned and maintained by the District (establishes a “fixed-base network” for District equipment) to transmit meter data

**Pros:**

- Produces real-time usage data that can be accessed by District and customer
- Lowest cost option from FY 2023 and beyond
- District can use fixed base network for other systems, such as sewer system SCADA

**Cons:**

- High upfront costs to establish network (can be smoothed by vendor negotiation)
- District responsible for maintaining/troubleshooting communication issues with District-owned network



# AMI - Cellular

## Advanced Metering Infrastructure – Cellular

**Description:**

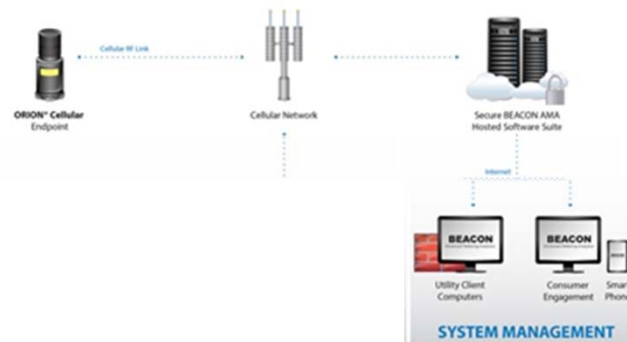
- Requires replacing most District meters and installing communication node with cap that sits above meter box lid
- Node communicates with cell tower owned and maintained by AT&T

**Pros:**

- Produces real-time usage data that can be accessed by District and customer
- Costs break even with status quo by FY 2023
- No maintenance or reliance on District-owned network. Relies on cellular provider for data transmission
- Easily deployed, “plug and play”

**Cons:**

- Long-term reliance on cellular carrier, with ongoing data transmission costs
- Highest cost option between FY 2020 and FY 2023



# Summary of Features

Feature	Manual Read	AMR	AMI-Fixed Base	AMI-Cellular
Real-time usage available to customer and District			✓	✓
Meter reading time reduced / eliminated		✓	✓	✓
Leak detection alarms and high usage notifications			✓	✓
Ease of installation / deployment	✓			✓
Network connectivity for other systems (SCADA)			✓	

# Financial Plan Factor

## • Meter Costs

- Cost per meter
- Cost per communication node
- Installation
- Meter Box Lids
- Meter and communication node lifespan

## • Communication Asset costs

## • Subscription costs

## • Personnel costs

- Annual Operations Labor
- Annual Customer Service Labor

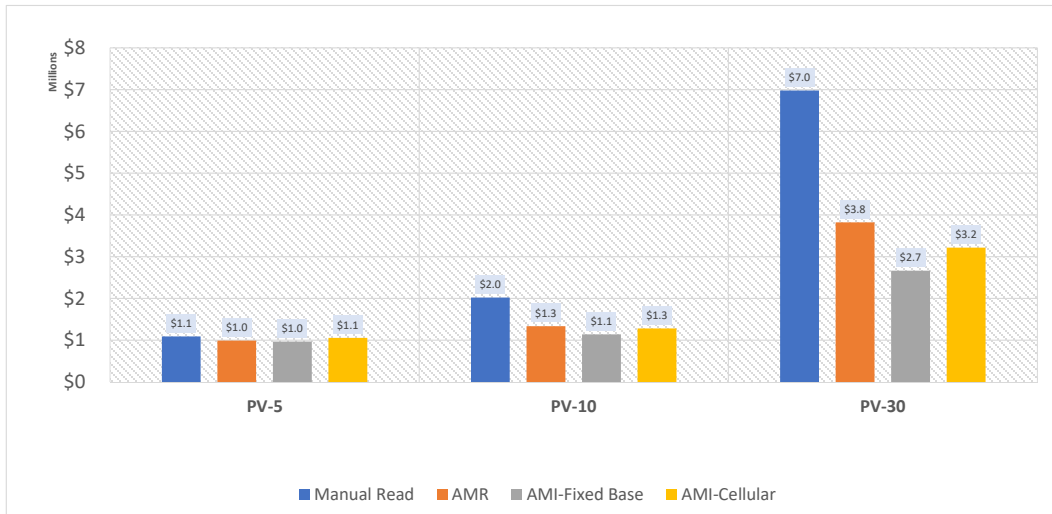
## • Impacts to other Operational Costs

- Wastewater Line Cleaning (potential to eliminate contracted work)
- Leak Relief program (potential to eliminate program with daily usage data)
- Apparent water loss

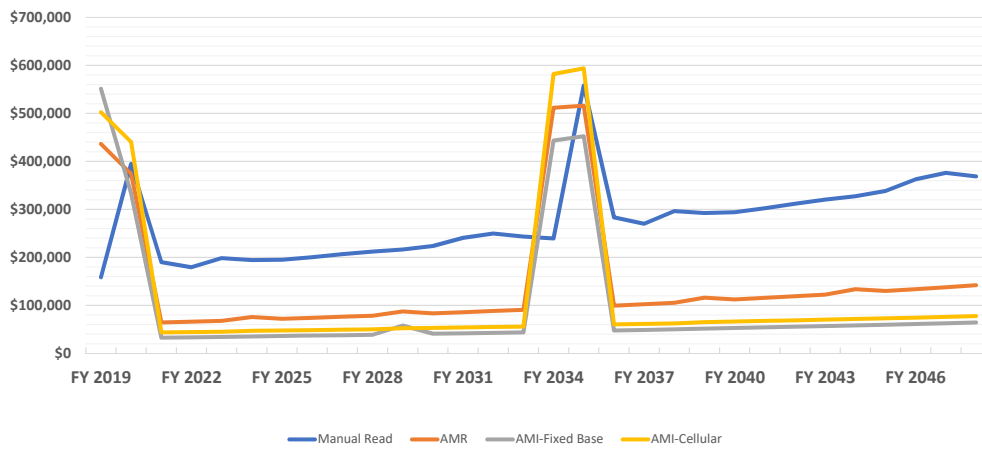
## • Inflationary factors

- Meter costs
- Personnel
- Contracted Labor
- Subscription/License
- Water/Sewer Rates
- Asset Replacement

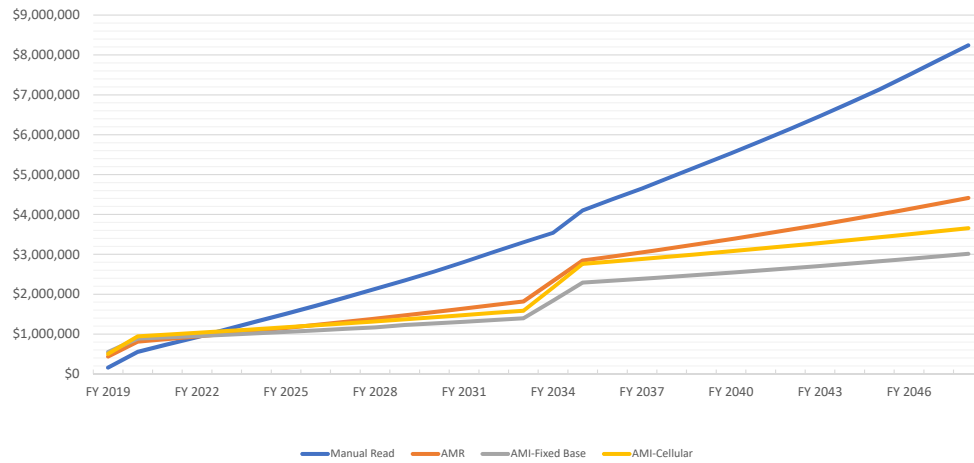
# Present Value Comparison



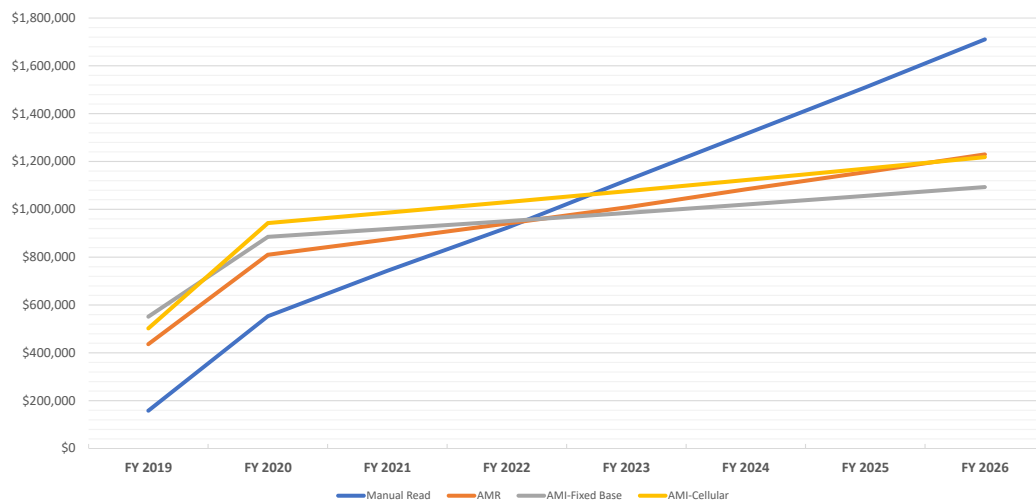
# Annual Metering Costs Comparison



# Cumulative Metering Costs Comparison



# Cumulative Metering Costs Comparison



# Next Steps

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<b>Milestone</b>	<b>Date</b>
<b>Pilot Test &amp; Outside Agency Reviews</b>	Feb – May 2018
<b>Inclusion in Proposed Capital Budget</b>	May 2018
<b>RFP Development (if approved)</b>	July 2018
<b>Year 1 Deployment</b>	October 2018 – February 2019



Board of Directors:

SUSIE KOESTERER, President  
ELLEN SPIEGEL, Vice President  
KRISTINA BREWER, Director  
MARCIA MARCUS, Director  
BOB NAST, Director

AKBAR ALIKHAN  
General Manager

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### Regular Board Meeting, February 13, 2018

**To:** Board of Directors  
**From:** Akbar Alikhan, *General Manager*  
**Subject:** Election of Board Officers for Calendar Year 2018  
**Item No.** D-3

#### RECOMMENDATION:

Elect new officers for Board positions, committees, and outside agency appointments.

**FINANCIAL IMPACT:** No impact to District budget.

#### BACKGROUND/DISCUSSION:

At the beginning of each calendar year, the Board elects new officers for its President and Vice President positions. In addition, the Board selects officer assignments for its three committees –

1. Finance Committee
2. Facilities Committee.
3. Water Utility Rate Review Committee (WURRC)

The Board assigns two Board members each to the Finance and Facilities Committees, with the Board President typically serving as the alternate to both committees. The WURRC was established to provide a forum for the District Board and the County Harbor Administration to discuss utility rate issues. This committee is typically served by the Board President, with the Vice President serving as the alternate.

Lastly, the Board selects appointees to seven outside agencies for which the District has a seat. These outside agencies include:

1. Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) Board of Directors
2. ACWA Region 8 Council
3. Port Hueneme Water Agency (PHWA) Board of Directors
4. Ventura County Special Districts Association (VCSDA) Board of Directors
5. Ventura Regional Sanitation District (VRSD)
6. California Special Districts Association (CSDA)
7. California Association of Sanitation Agencies

For reference is the 2017 Calendar Year assignments on the following page.

**Table 1 - 2017 Officer Assignments**

<b>Organization</b>	<b>Member(s)</b>	<b>Alternate</b>
<b>Board Positions</b>		
President	Susie Koesterer	n/a
Vice President	Ellen Spiegel	n/a
<b>Committee Assignments</b>		
Finance Committee	Kristina Brewer, Bob Nast	Susie Koesterer
Facilities Committee	Ellen Spiegel, Marcia Marcus	Susie Koesterer
Water Rate Review Committee	President (Susie Koesterer)	Vice President (Ellen Spiegel)
<b>Agency Appointments</b>		
ACWA/JPIA Board	Kristina Brewer	Bob Nast
ACWA Region 8 Council	Kristina Brewer	Bob Nast
PHWA, Board of Directors	Susie Koesterer, Ellen Spiegel	Marcia Marcus
VCSDA, Board of Directors	Kristina Brewer	Bob Nast
VRSD & Committee	Susie Koesterer	Ellen Spiegel
CSDA	Kristina Brewer	
CASA	Bob Nast	



Board of Directors:

SUSIE KOESTERER, President  
ELLEN SPIEGEL, Vice President  
KRISTINA BREWER, Director  
MARCIA MARCUS, Director  
BOB NAST, Director

AKBAR ALIKHAN  
General Manager

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### **Regular Board Meeting, February 13, 2018**

**To:** Board of Directors  
**From:** Akbar Alikhan, *General Manager*  
**Subject:** Public Agency Notification of Surplus Property  
**Item No.** E-2

#### **RECOMMENDATION:**

Receive and file report.

**FINANCIAL IMPACT:** No impact.

#### **BACKGROUND/DISCUSSION:**

In December 2017, the District received appraisal reports for its decommissioned well properties (“surplus properties”) located at 112 La Crescenta Street and 112 Las Palmas Street. At the January 9, 2018, the Board directed Staff to seek public bids for both properties, with intent to sell one or both properties based on offers received.

Pursuant to California Government Code §54222, the District is required, prior to disposing of surplus land, to send a written offer by first-class mail to any local public entity whose purpose includes development of low- and moderate-income housing, park and recreational purposes, open space purposes, school facilities construction, school district open-space purposes, an infill opportunity zone or a transit village plan. The agencies have 60 days to respond to the District if they have interest in acquiring the property at fair market value.

On February 1, 2018, notice of disposal of the District’s surplus property was sent out to the following agencies:

1. City of Oxnard (separate letters to seven departments)
2. Ventura County Board of Supervisors
3. Ventura County Public Works Agency
4. Ventura County Office of Education
5. Ventura County Transportation Commission
6. Area Housing Authority of Ventura County
7. County Executive Office
8. California Natural Resources Agency
9. Hueneme Elementary School District
10. Oxnard Union High School District



The 60-day noticing period will lapse on April 1, 2018. If no letters of interest are received before April 1, the District may begin the process of listing the property for public auction at the April 10, 2018 Board Meeting.

**ATTACHMENT(S):**

1. Letter to Public Agencies re: Surplus Property



January 25, 2018

*Via First Class Mail*

Addressee

Re: Written Offer to Sell Property pursuant to CA GOVT § 54222

To Whom it may Concern:

I represent the Channel Islands Beach Community Services District (“CIBCSD”) in its efforts to dispose of surplus land within its jurisdiction. Pursuant to California Government Code §54222, CIBCSD is required, prior to disposing of surplus land, to send a written offer by first-class mail to any local public entity whose purpose includes development of low- and moderate-income housing, park and recreational purposes, open space purposes, school facilities construction, school district open-space purposes, an infill opportunity zone or a transit village plan. If your entity purpose is included in CA GOVT § 54222 as briefly described above, then this letter constitutes a written offer as prescribed by law.

CIBCSD intends to sell surplus land composed of two separate vacant lots at fair market value. Both are located within the Hollywood Beach community in unincorporated Ventura County. The address of the first lot is 112 La Crescenta Street, Channel Islands Beach, CA 93035 (“La Crescenta”). The address of the second lot is 112 Las Palmas Street, Channel Islands Beach, CA 93035 (“Las Palmas”).

The legal description of La Crescenta is Lot-16 Block E in Hollywood Beach MR Book 13 Page 2 as recorded in the Office of County recorder in Ventura, California. Briefly summarized, La Crescenta is an interior lot located one block from the coastline at Hollywood Beach. The site is typical in zoning and size for the neighborhood with 35 feet of frontage and 74 foot average depth. There is minimal ocean view, although it is possible to build a new dwelling with a superior view. The site is a decommissioned well site initially owned by the Oxnard Beach County Water District and subsequently owned by CIBCSD. As of December 15, 2017, the appraised value is \$800,000.

GARY D. ARNOLD | JOHN M. MATHEWS | KENDALL A. VANCONAS\* | ROBERT N. KWONG  
SUSAN L. MCCARTHY | ALEC C. YARBROUGH | ROBERT M. CONGELLIERE  
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January 25, 2018

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The legal description of Las Palmas is Lot-16 Block B Portion Hollywood Beach Tract MR Book 13 Page 2 as recorded in the Office of County recorder in Ventura, California. Briefly summarized, Las Palmas is an interior lot located one block from the coastline at Hollywood Beach. The site is typical in zoning and size for the neighborhood with 35 feet of frontage and 70 foot average depth. There is minimal ocean view, although it is possible to build a new dwelling with a superior view. The site is a decommissioned well site initially owned by the Oxnard Beach County Water District and subsequently owned by CIBCSO. As of December 15, 2017, the appraised value is \$800,000.

Please note that pursuant to the terms of California Government Code §54222(f), your entity has sixty (60) days after receipt of this letter to notify my office in writing of your intent to purchase either the La Crescenta or La Palma properties or both.

Your prompt attention in this matter is appreciated. Please feel free to contact my office with any questions.

Sincerely,

Robert Congelliere, Esq.

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