

# BEACON BOARD OF DIRECTORS' MEETING MINUTES

**DATE:** Friday, May 20, 2022  
**TIME:** 9:00 AM  
**PLACE:** TELECONFERENCE

<b>Item</b>	<b>1</b>	<b>Call to Order, Roll Call, and Introductions – Chair, Gregg Hart.</b>
<b>Minutes/ Actions:</b>		<p><b>Directors Present:</b></p> <ul style="list-style-type: none"> <li>• <b>Gregg Hart (County of Santa Barbara)</b></li> <li>• <b>Joan Hartman (County of Santa Barbara – Alternate for Das Williams)</b></li> <li>• <b>Carmen Ramirez (County of Ventura)</b></li> <li>• <b>Eric Friedman (City of Santa Barbara)</b></li> <li>• <b>Vianey Lopez (City of Oxnard)</b></li> <li>• <b>Al Clark (City of Carpinteria)</b></li> <li>• <b>Steven Gama (City of Port Hueneme)</b></li> <li>• <b>Matt LaVere (County of Ventura)</b></li> <li>• <b>Kyle Richards (City of Goleta)</b></li> <li>• <b>Joe Schroeder (City of Ventura)</b></li> </ul> <p><b>Directors Not Present:</b></p> <ul style="list-style-type: none"> <li>• <b>Das Williams (County of Santa Barbara)</b></li> </ul>
<b>Item</b>	<b>1B</b>	<p><b>Report on Circumstances of the COVID-19 State of Emergency</b></p> <p><b>Recommended Actions:</b></p> <ol style="list-style-type: none"> <li>1. <b>Receive and file:</b> <ol style="list-style-type: none"> <li>a. <b>An update that the State and County remain under a proclaimed state of emergency related to COVID-19; and</b></li> <li>b. <b>The County of Santa Barbara Public Health Department recommendation issued September 28, 2021 (Attachment 1), and the Ventura County Health Officer recommendation issued September 21, 2021 (Attachment 2), regarding social distancing.</b></li> </ol> </li> <li>2. <b>Based on the findings above provide direction to staff to meet via teleconference for the next meeting.</b></li> </ol>
<b>Minutes/ Actions:</b>		<p>Legal Counsel, Susan McKenzie explained the numbering of the Administrative Items on the Agenda are off but the numbering on the staff reports is correct. Susan continued that we remain under local and State emergency and that Santa Barbara County and Ventura County Health Officials continue to recommend social distancing. The Board directed to continue meeting virtually.</p> <p>Board Members Comments:</p> <ul style="list-style-type: none"> <li>• Chair Hart recommended continuing virtual meeting.</li> </ul> <p>Public Comments:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b>The Board approved unanimously the Recommended Action.  Moved by Schroeder / Second by Lopez.</b></p>
<b>Item</b>	<b>1C</b>	<b>Approval of Agenda and Filing of Certificate of Agenda Posting</b>
<b>Minutes/ Actions:</b>		<p><b>Action: Approve and file.</b></p> <p><b>The agenda was approved unanimously by the Board.  Moved by Schroeder / Second by Lopez.</b></p>

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<b>Item</b>	<b>1D</b>	<b>Consideration and Approval of Minutes of the BEACON Meeting held on March 18, 2022.</b> <b>Action: Approve and file.</b>
<b>Minutes/ Actions:</b>	<b>The Board approved unanimously the Recommended Action.</b> <b>Moved by Schroeder / Second by Lopez.</b>	

<b>Item</b>	<b>2</b>	<b>Public Comment and Other Matters not on the Agenda</b> <b>Receive public comments.</b>
<b>Minutes/ Actions:</b>	There were no public comments on matters not on the agenda.	

<b>Item</b>	<b>5A</b>	<b>BEACON Organization and Program - Board Members Reports.</b>
<b>Minutes/ Actions:</b>	<ul style="list-style-type: none"> <li>• Director Hart thanked Executive Director Beyeler for his presentations to the member agencies during the last two months. Director Hart indicated that he was only able to do one of the presentations himself, at the City of Carpinteria.</li> <li>• Director Richards indicated that the Executive Director had just made the BEACON presentation to the City of Goleta Council on Tuesday May 17, and he believed it was well received. There were questions about the post debris-flow pollution issues at Goleta Beach, which were fielded well by Mr. Beyeler.</li> <li>• Director Friedman also stated that Executive Director Beyeler's presentation to the Santa Barbara City Council was well received. He announced that on June 16, 2022, there is a Coastal Commission Sea Level Rise Working Group, Local Coastal Program Grant Webinar that he encourages all members to attend. Mr. Friedman will email out details on the Webinar.</li> </ul>	

<b>Item</b>	<b>5B</b>	<b>Appointment of BEACON Special Projects Staff</b> <b>Recommended Actions:</b> <b>i. Receive a Staff Report on Special Projects Staff; and</b> <b>ii. Adopt Resolution 2022-1 appointing Brian Brennan as Special Projects Volunteer Staff for a period up to June 30, 2022 (Exhibit 1).</b>
<b>Minutes/ Actions:</b>	<p>Executive Director Beyeler reported that in the last two years BEACON has appointed Brian Brennan as a special volunteer staff member so he can work on important BEACON projects. Brian has been doing this in addition to his Ventura County position work. Brian has helped out on the Mondo's Beach Access project, the Surfers Point Project as well as other BEACON projects.</p> <ul style="list-style-type: none"> <li>• Mr. Brennan indicated he was very appreciative of being allowed to continue to assist BEACON on these projects and to continue to work with BEACON staff.</li> </ul> <p>Public Comments:</p> <ul style="list-style-type: none"> <li>• Mr. Fred Shaw indicated that retaining Mr. Brennan was especially important because of his institutional knowledge.</li> </ul> <p><b>The Board approved unanimously the Recommended Action.</b> <b>Motion by Schroeder / Second by Friedman.</b></p>	

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<b>Item</b>	<b>5C</b>	<p><b>BEACON Budget Actions and Financial Reports</b>  <b>Recommended Actions:</b></p> <ul style="list-style-type: none"> <li><b>i. Receive and file the Fiscal Year 2021-2022 Budget-to-Actual report for the year-to-date period ending April 30, 2021(Exhibit I).</b></li> <li><b>ii. Adopt an increase to voting member assessments (membership dues) by 5.1% for Fiscal Year 2022-2023 to provide an additional \$15,511 in revenue. (Exhibit II) (Requires unanimous approval (10/10 vote).</b></li> <li><b>iii. Upon approval of member assessments, review and approve the Recommended Fiscal Year 2022-2023 Budget (Exhibit III); and</b></li> <li><b>iv. Adopt Budget Resolution #2022-2 for Fiscal Year 2022-2023 (Exhibit IV)</b></li> </ul>
<b>Minutes/ Actions:</b>		<p>Executive Director Beyeler explained that in March, staff presented the Draft Budget + Dues for the Fiscal Year 22-23. This item is to consider approval of the Final Budget + Dues for FY22-23. There are four recommended actions, which include a Budget-to-Actual Report, adoption of an increase in the annual Dues by 5.1% for a cost-of-living increase, approval of the Budget for FY22-23 and adoption of a Budget Resolution for FY22-23.</p> <p>As an agency, each year BEACON spends within its generated revenue and retains a fund balance for purposes of contingency.</p> <p>Board Members Comments:</p> <ul style="list-style-type: none"> <li>• Director Richards asked what the policy was on how much we need to maintain for the fund balance.</li> <li>• Executive Director Beyeler replied that BEACON does not have a reserve or a fixed % or amount. As the fund is drawn down changes are reported to the Board.</li> <li>• Donna Gompert from the Ventura Co ACO added that the fund balance is effectively what is left over after expenditures. Generally, it has been at about \$200K, but no policy is in place dictating the amount. The fund balance is utilized upfront grant payments, so it does fluctuate throughout the year.</li> <li>• Director Richards thanked staff for the explanation and recommended that consideration be given to establishing a fixed fund balance.</li> <li>• Chair Hart indicated that this was an excellent question, and he agreed that we should look into establishing a fixed fund balance and/or developing a related policy.</li> </ul> <p>Public Comments:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b>The Board approved unanimously the Recommended Action.  Motion by Richards / Second by Ramirez.</b></p>

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<b>Item</b>	<b>5D</b>	<p><b>BEACON Contracts and Agreements</b>  <b>Recommended Actions:</b></p> <ul style="list-style-type: none"> <li><b>i. Approve and authorize the Chair to execute and Agreement with Ventura County Auditor-Controller’s office to provide accounting services in an amount not to exceed \$20,000 with a period of performance from July 1, 2022, through June 30, 2023 (Attachment 1).</b></li> <li><b>ii. Approve and authorize the Chair to execute and Agreement with Santa Barbara County to provide legal services in an amount not to exceed \$12,000 with a period of performance from July 1, 2022, through June 30, 2023 (Attachment 2).</b></li> <li><b>iii. Approve and authorize the Chair to execute and Agreement with COM3 Consulting Inc. to provide program manager services in an amount not to exceed \$47,630 with a period of performance from July 1, 2022, through June 30, 2023 (Attachment 3).</b></li> <li><b>iv. Approve and authorize the Chair to execute an Agreement with Moss, Levy, Hartzheim to provide financial audit services in an amount not to exceed \$9,750.00 with a period of performance from July 1, 2022, through December 31, 2022 (Attachment 4).</b></li> <li><b>v. Approve and authorize the Chair to execute an Agreement with UCSD-California Sea Grant to provide support services to the BEACON Science Advisory Committee (SAC) with a period of performance from July 1, 2022, to June 30, 2023, in an amount not to exceed \$20,000 (Attachment 5); and</b></li> <li><b>vi. Approve and authorize the Chair to execute an Agreement with California State University, Channel Islands (CSUCI) to provide research and technical support regarding regional sediment management and regional climate adaptation with a period of performance from July 1, 2022, to June 30, 2023, in an amount not to exceed \$10,000 (Attachment 6).</b></li> </ul>
<b>Minutes/ Actions:</b>		<p>Executive Director Bayeler explained that this is an important item on the agenda. BEACON does not have employees and consequently, all staff has to be contracted. The contract team does excellent work and include scientific support from Sea Grant UCSD and from CSUCI. Without this contract staff, BEACON cannot function. Today, the annual contracts for most of the BEACON support staff are under consideration for approval.</p> <p>Legal counsel announced she does not review the legal services agreement for BEACON, but there have been no changes except for the fiscal years from last year’s agreement.</p> <p>Board Members Comments:</p> <ul style="list-style-type: none"> <li>• Director Richards asked what is the Sea Grant?</li> <li>• Executive Director Beyeler responded that there are 24 National Sea Grant programs throughout the County run through NOAA. In California there is one Sea Grant Program connected to UCSD and one connected to USC.</li> </ul> <p>Public Comments:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b>The Board approved unanimously the Recommended Action.  Motion by Schroeder / Second by Friedman.</b></p>

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<b>Item</b>	6	<p><b>Closed Session</b></p> <p>i. <b>Executive Director Performance Evaluation. (Gov. Code § 54957(b)(1).)</b></p> <p>ii. <b>Conference with Labor Negotiators (Gov. Code § 54957.6(a).)</b></p> <p><b>Employee: Executive Director.</b></p> <p><b>Agency-designated representatives: Chair Hart and Deputy County Counsel Susan McKenzie.</b></p>
<b>Minutes/ Actions:</b>	<p>Chair Hart adjourned the meeting to Closed Session.</p> <p><b>Following completion of Closed Session, Legal Counsel, Susan McKenzie, indicated that under Closed Session, the Board met on two items and there were no reportable actions.</b></p>	

<b>Item</b>	7	<p><b>Executive Director's Report and Communications</b></p>
<b>Minutes/ Actions:</b>	<p>Executive Director Beyeler reported on the following items:</p> <ul style="list-style-type: none"> <li>• The Executive Director indicated that as outlined previously by Chair Hart, BEACON presentations have now been made to all member agencies with the exception of Santa Barbara County. This is the same presentation that was made to the Board earlier in the year, and it has been posted to the BEACON Website.</li> <li>• This next Fiscal Year we will spend more time on the upkeep and maintenance of the BEACON Website and placing more content including project status reports.</li> <li>• Staff continue to seek reimbursement grant funding and new grants opportunities are coming that have sufficient funds for upfront payments.</li> <li>• In May BEACON closed out the OPC grant for Surfers Point which is now ready to move into the Phase 2 construction phase. Phase I was very successful and provides an excellent example of a successful living shoreline project. Surfers Point Project is a salute to the City of Ventura.</li> <li>• As we all know, there is a lot of coastal funding available. Through the Coastal Commission alone there is approx. \$350M. Staff is meeting with member agency staff to identify project proposals on which BEACON and member agencies can collaborate.</li> <li>• In September of this year the American Shore and Beach is going to be held in California in Long Beach. This is a great opportunity for BEACON staff and Directors to attend and participate.</li> </ul> <p>Board Members Comments and Responses:</p> <ul style="list-style-type: none"> <li>• Chair Hart thanked Executive Director Beyeler for a great report which is testament to the great work he continues to do.</li> <li>• Director Schroeder indicated that it is never easy to focus a City on a single project, but with the great assistance from BEACON the Surfers Point Project has proved a huge success. Congratulations to all and to Brian Brennan.</li> <li>• Chair Hart adjourned the meeting till July 2022.</li> </ul>	

**Adjourn to next regular meeting July 15, 2022, at 9:00 AM by Teleconference or Video Conference.**  
**Meeting Minutes by Gerald Comati, Program Manager, BEACON.**