B.E.A.C.O.N.
Beach Erosion Authority for Clean Oceans and Nourishment
A California Joint Powers Agency

Member Representatives

Julia Mayer
City of Carpinteria

James Kyriaco
City of Goleta

Gabe Teran
City of Oxnard

Steven Gama, Vice-Chair
City of Port Hueneme

Doug Halter
City of San Buenaventura

Eric Friedman, Chair
City of Santa Barbara

Laura Capps
Roy Lee
County of Santa Barbara

Vianey Lopez
Matt LaVere
County of Ventura

Executive Director
Marc Beyeler

Santa Barbara Address:
105 East Anapamu, Suite 201
Santa Barbara, CA 93101

Ventura Address:
501 Poli St.
P.O. Box 99
Ventura, CA 93001

Email:
Staff@Beacon.ca.gov

Website:
http://www.beacon.ca.gov

MEETING NOTICE

BEACON EROSION AUTHORITY FOR CLEAN OCEANS AND NOURISHMENT (BEACON)
EXECUTIVE COMMITTEE
November 13, 2026

NOTICE IS HEREBY GIVEN of a **MEETING** of the Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) Executive Committee. The date, time, and place of the meeting shall be as follows:

DATE: FRIDAY, NOVEMBER 13, 2026
TIME: 2:00 PM
PLACE: IN-PERSON AND TELECONFERENCE (see details below)

The agenda of business to be conducted is below.

Eric Friedman, Chairperson BEACON

Members of the public may participate in-person for this meeting at the following locations:

County of Ventura
Government Center
800 S. Victoria Ave., 4th Floor, Point Mugu Room
Ventura, CA 93009

City of Santa Barbara
City Council Offices
Santa Barbara City Hall, 2nd Floor
735 Anacapa Street,
Santa Barbara, CA 93101

BEACON currently provides in-person public participation as well as alternative participation until further notice. The following alternative methods of participation are available to the public:

1. You may observe the live meeting of the Board of Directors Executive Committee via Zoom Meeting-
   https://us02web.zoom.us/j/85809683703?pwd=luy6hBIycoRjhNPB9CSxARhKNv9Kev.1

   Meeting ID: 858 0968 3703
   Passcode: 392359

2. You may call in to listen live to the Board of Directors Executive Committee meeting via Zoom Meeting by dialing **1669-900-6833** and then entering the following when prompted: Meeting ID: **858 0968 3703** and Passcode: **392359**

3. If you wish to make a general public comment or to comment on a specific agenda, the following methods are available:
   a. **Distribution to the Board.**
   Submit comments via email to Admin@Beacon.ca.gov prior to 5:00 p.m. on Wednesday, November 11, 2026, or through mail to BEACON at 501 Poli Street, Ventura, CA 93001 to be received no later than 5:00 p.m. on Wednesday, November 11, 2026. Your comment will be placed into the record and distributed appropriately.
   b. **Read into the record at the meeting.**
   Submit comments of 250 words, or less, via email to staff@beacon.ca.gov prior to 5:00 pm on Wednesday, November 11, 2026. Please indicate if you would like to make a general public comment, a comment on a specific agenda item, or both. Please state in your email, or mail, if you would like your comments "read into the record." Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments timely received on an agenda item will be will be placed into the record and distributed appropriately.
   c. **By Zoom.**
   Log into Zoom as described above. The meeting will be controlled by the Beacon Chair. If you wish to make a comment during the meeting, please raise your hand using the Zoom instructions on your computer. By using the typed messaging capability of Zoom you should also indicate to the Chair which Agenda Item you wish to speak on or if you wish to make a general comment that is not specific to an Agenda Item. BEACON Staff will make every effort to call you during the indicated item so that you may comment.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations to participate in the meeting should contact BEACON at least three working days prior to the meeting.

MEETING AGENDA

1. Administrative Items

A. Call to Order, Roll Call and Introductions–Chair

Items 1B and 1C listed under Administrative Items constitute a consent agenda and will be acted upon by a single roll call vote of the Board. Matters listed as an Administrative Item will be read only on the request of a member of the Board or the public, in which event the matter shall be removed from the Administrative Agenda and considered as a separate item.

B. Approval of Agenda and Filing of Certificate of Agenda Posting.
C. Consideration and Approval of Minutes of the BEACON Executive Committee Meeting held on March 2, 2026. (Exhibit 1).

2. Public Comment and Other Matters not on the Agenda

3. Executive Directors Report - BEACON Budget Review, Fiscal Year 2027-28

Recommended Action:

Receive a Staff Report on options for the BEACON Budget for Fiscal Year 2027-28 setting forth four budget options with an associated member dues schedule and direct staff to forward the staff report to the BEACON Board of Directors for consideration.

Exhibit 1: BEACON Organizational Structure
Exhibit 2: BEACON Proposed Budget Options and Member Dues for Fiscal Year 2027-2028
Exhibit 3: Administrative Specialist Job Description

4. Adjourn

Late Distribution of Materials

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by BEACON to all or a majority of the members of the BEACON Executive Committee less than 72 hours prior to that meeting will be made available for inspection at County of Ventura Government Center, 800 S. Victoria Ave., 4th Floor, Point Mugu Room, Ventura, CA 93009 during the scheduled meeting and on the Internet at: BEACON.CA.GOV.

Any written ex-parte communication subject to disclosure by members of the BEACON Executive Committee may be published online as an attachment to the corresponding item.

B.E.A.C.O.N.
Beach Erosion Authority for Clean Oceans and Nourishment

A California Joint Powers Agency

Member Agencies

Julia Mayer
City of Carpinteria

James Kyriaco
City of Goleta

Gabe Teran
City of Oxnard

Steven Gama, Vice-Chair
City of Port Hueneme

Doug Halter
City of San Buenaventura

Eric Friedman, Chair
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STAFF REPORT

Meeting Date: November 13, 2026
Agenda Item: 1B-C

To: **BEACON Executive Committee Members**
From: **Executive Director**
Date: **November 6, 2026**

Subject: **Administrative Items**

RECOMMENDED ACTIONS:

B. Approval of Agenda and Filing of Certificate of Agenda Posting.
C. Consideration and Approval of Minutes of the BEACON Meeting held on March 2, 2026 (Exhibit 1).

ITEM 1C – Approval of Minutes

EXHIBIT 1

Minutes from March 2, 2026, Executive Committee Meeting

BEACON SPECIAL EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Meeting held Friday, March 2, 2026
TIME: 2:30 PM
PLACE: In-Person and Teleconference - County of Ventura Government Center and City of Santa Barbara City Council Offices and Teleconference

Item	1A	Call to Order, Roll Call and Introductions
Minutes/ Actions:	**Executive Committee Members Present:** • **Chair Eric Friedman (City of Santa Barbara)** • **Vianey Lopez (County of Ventura)** • **Doug Halter (City of Ventura)** • **James Kyriaco (City of Goleta)** • **Steven Gama (City of Port Hueneme)** **Not Present:** •	

Item	**1B**	**Approval of Agenda and Filing of Certificate of Agenda Posting** **Action: Approve and file**
Minutes/ Actions:	**Board Discussion:** • None. **Public Comment:** • None. **The Executive Committee approved unanimously the Recommended Action.** **Moved by Member Halter/ Second by Member Lopez.**	

Item	**1C**	**Consideration and Approval of Minutes of the BEACON Executive Committee Meeting held on April 7, 2025** **Action: Approve and file.**
Minutes/ Actions:	**Board Discussion:** • No Discussion. **Public Comment:** • None. **The Executive Committee approved unanimously the Recommended Action.** **Moved by Member Kyriaco/ Second by Member Lopez.**	

Item	2	Public Comment and Other Matters not on the Agenda a. Receive public comments.
Minutes/ Actions:	**None.** **Public Comment:** • None.	

BEACON SPECIAL EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Meeting held Friday, March 2, 2026
TIME: 2:30 PM
PLACE: In-Person and Teleconference - County of Ventura Government Center and City of Santa Barbara City Council Offices and Teleconference

Item	**3**	**Closed Session:** Executive Director Performance Evaluation. (Gov. Code § 54957(b)(1).) Labor Negotiations (Gov. Code § 54957.6(a).) Employee: Executive Director. Agency Designated Representatives: Chair Friedman and Counsel McKenzie.
Minutes/ Actions:	No reportable action was taken.	

Chair Friedman adjourned the meeting at 3:20 PM.
Meeting Minutes by Gerald Comati, Program Manager.

B.E.A.C.O.N.
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Member Agencies

Al Clark
City of Carpinteria

Kyle Richards
City of Goleta

Vianey Lopez
City of Oxnard

Steven Gama
City of Port Hueneme

Joe Schroeder
City of San Buenaventura

Eric Friedman
City of Santa Barbara

Gregg Hart, Chair
Das Williams
County of Santa Barbara

Carmen Ramirez, Vice Chair
Matt LaVere
County of Ventura

Executive Director
Marc Beyeler

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STAFF REPORT

Meeting Date: November 13, 2026
Agenda Item: 2

To: **BEACON Executive Committee Members**
From: **Executive Director**
Date: **November 6, 2026**

Subject: **Public Comment and Other Matters not on the Agenda**

RECOMMENDED ACTIONS:

Receive Public Comments.

B.E.A.C.O.N.
Beach Erosion Authority for Clean Oceans and Nourishment

A California Joint Powers Agency

Julia Mayer
City of Carpinteria

James Kyriaco
City of Goleta

Gabe Teran
City of Oxnard

Steven Gama, Vice-Chair
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Doug Halter
City of San Buenaventura

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STAFF REPORT

Meeting Date: November 13, 2026
Agenda Item 3

To: **BEACON Executive Committee Members**
From: **Executive Director**
Date: **November 6, 2026**

Re: BEACON Budget and Dues Review-FY 2027-2028

RECOMMENDED ACTION:

Receive a Staff Report on options for the BEACON Budget for Fiscal Year 2027-28 setting forth four budget options with an associated member dues schedule and direct staff to forward the staff report to the BEACON Board of Directors for consideration.

DISCUSSION:

BEACON is a small, virtual, public agency providing technical and professional services, with a small operations and technical assistance budget. BEACON's annual operations budget is exclusively funded out of member dues. BEACON operates as a small, virtual, technical, and professional services organization that provides services to its member agencies, partnering with member agencies and other public and private organizations. (Exhibit 1)

As part of this annual budgeting BEACON staff present a recommendation to the BEACON Board regarding budget options and member dues. For the past three years, BEACON staff have presented the proposed budget and dues schedule to the Executive Committee first at its November meeting for review and recommendation for consideration by the full BEACON Board of Directors.

In 2024, staff prepared a multi-year program budget addressing administrative and project needs identified in BEACON's Strategic Plan. BEACON staff presented alternative three-year budget and dues options to support current and increased BEACON expenditures to provide essential agency operational support and to support increased professional and technical services.

The Executive Director recommended that the BEACON Board consider multiple options for increased BEACON operations supported by additional professional staff and administrative resources. The BEACON Board of Directors recommended that incremental dues increases be implemented as across multiple years.

For the past two years, the BEACON Board has supported an increased operations budget, providing increased funding for professional and technical services, adopting a revised dues schedule for member agencies, increasing member dues by fifteen percent for fiscal years 2025-26 and 2026-27. This year staff is recommending the Board consider increasing dues by an equal amount to 15%. BEACON staff are requesting that the Executive Committee recommend the Board receive the alternative budget options supported by member dues be presented to the Board in 2027 (Exhibit 2).

BEACON Executive Staff will be programming the revenues from increased member dues equally into three priorities: (1) Administrative Program Support; (2) Project development and feasibility technical services; (3) and Project funding and implementation. All specialist positions are very part-time and not sufficient to support successful implementation of BEACON's strategic priorities. Current budget limits prevent BEACON from addressing critical regional and local needs.

As a result of this support in the past two years, BEACON Executive Staff have successfully increased our administrative support, increasing funding for BEACON's (part-time) Program Management and filling our (part-time) Senior Administrative Specialist position to support the BEACON Program Manager and the Executive Director (Exhibit 3).

This year, BEACON staff is recommending that the Executive Committee forward to the Board for consideration of a range of budget options supported by dues increases up to 15% to support modest increased funding for internal administrative support, external professional services, investments in Information Technology and Communications, and support for project planning, including feasibility analysis, design and engineering.

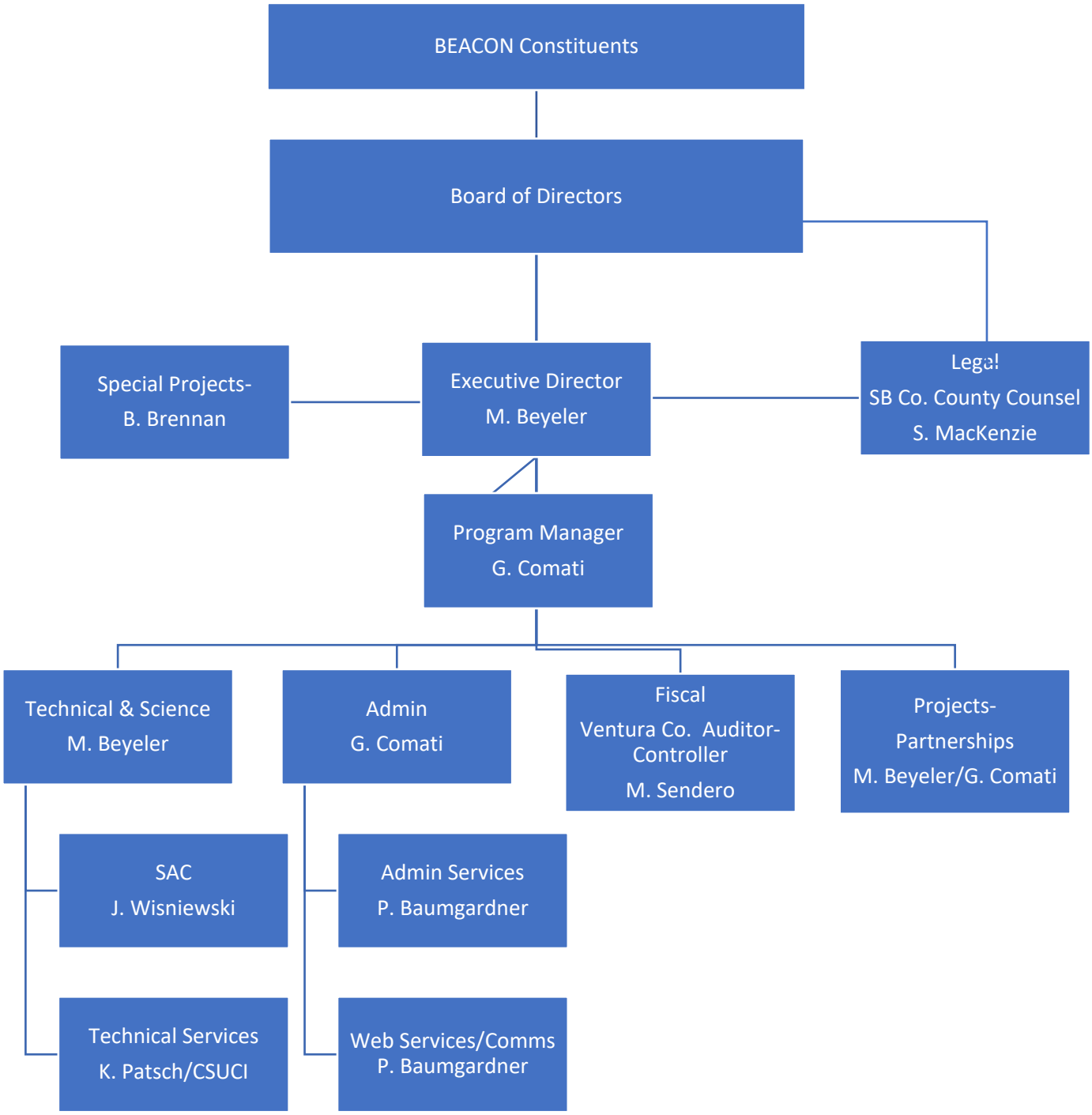
Exhibit 1: BEACON Organizational Structure
Exhibit 2: BEACON Proposed Budget Options and Member Dues for Fiscal Year 2027-2028
Exhibit 3: Administrative Specialist Job Description

ITEM 3 - Executive Directors Report - BEACON Budget Review, Fiscal Year 2027-28

EXHIBIT 1

BEACON Organizational Structure

BEACON Organizational and Program Structure 2026-27



January 2026

ITEM 3 - Executive Directors Report - BEACON Budget Review, Fiscal Year 2027-28

EXHIBIT 2

BEACON Proposed Budget Options and Member Dues for Fiscal Year 2027-2028

PROPOSED BEACON OPERATING BUDGET FOR FY 2027-28

Fund O025	Division/Unit Code	Account Code	FY 2026-27 Adopted/ Adjusted Budget	FY 2027-28 Proposed Budget Option 1 No Dues Increase	FY 2027-28 Proposed Budget Option 2 5% Dues Increase	FY 2027-28 Proposed Budget Option 3 10% Dues Increase	FY 2027-28 Proposed Budget Option 4 15% Dues Increase
				0	**22,883**	**45,764**	**68,647**
Revenue							
Operating Revenue:							
Investment Income	5665	8911	19,888	22,854	22,854	22,854	22,854
Membership Dues	5665	9371	457,654	**457,654**	**480,537**	**503,418**	**526,301**
Contributions and Donations	5665	9770	-	-	-	-	-
Miscelleaneous Revenue	5665	9790	-	-	-	-	-
Subtotal - Operating Revenue:			**477,542**	480,508	503,391	526,272	549,155
Operating Expenses (Overhead):							
Communication & Outreach	5665	2031	20,000	15,000	20,000	25,000	25,000
Insurance	5665	2072	6,577	6,577	7,000	7,000	7,000
Memberships and Dues	5665	2131	3,000	3,000	3,000	5,000	5,000
Miscellaneous Expense	5665	2159	6,000	5,000	5,000	5,000	10,000
Technical Services	5665	2183	169,000	105,000	116,000	126,000	141,000
Attorney Services	5665	2185	20,000	20,000	20,000	20,000	20,000
Professional & Specialized Services	5665	2199	227,000	282,837	282,837	282,837	287,837
Training and Education: Conferences, Workshops, and Seminars	5665	2273	15,000	10,000	10,000	15,000	15,000
Travel Expenses - (Mileage, Travel & Conf.)	5665	2292	5,000	5,000	5,000	7,500	7,500
Subtotal - Operating Expenses:			**471,577**	**452,414**	**468,837**	**493,337**	**518,337**
Contingencies:							
Contingencies - Grant matching, Contract Amendments, New Programs.	5665	6101	5,965	28,094	34,554	32,935	30,818
Subtotal - Contingencies:			5,965	28,094	34,554	32,935	30,818
Investment Income				22,854	22,854	22,854	22,854
				5,240	**11,700**	**10,081**	**7,964**
TOTAL EXPENDITURES			**477,542**	**480,508**	**503,391**	**526,272**	**549,155**
Net Income/(Loss) [PROJECTED USE OF APPROPRIATED FUND BALANCE]			-	-	-	-	-

Fiscal Year 2027-2028

BEACON Proposed Membership Dues

Entity	Fiscal Year 2024-2025	Board Approved Increase 15.00%	Fiscal Year 2025-2026	Board Approved Increase 15.00%	Fiscal Year 2026-2027	Option 1 No Increase	Proposed Fiscal Year 2027-2028
County of Ventura	$ 57,672.00	$ 8,651.00	$ 66,323.00	$ 9,948.00	$ 76,271.00	$ -	$ 76,271.00
County of Santa Barbara	57,672.00	$ 8,651.00	66,323.00	$ 9,948.00	$ 76,271.00	$ -	$ 76,271.00
City of Santa Barbara	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ -	$ 63,561.00
City of Oxnard	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ -	$ 63,561.00
City of Buenaventura	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ -	$ 63,561.00
City of Carpinteria	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ -	$ 38,143.00
City of Port Hueneme	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ -	$ 38,143.00
City of Goleta	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ -	$ 38,143.00
	$ 346,053.00	$ 51,907.00	$ 397,960.00	$ 59,694.00	$ 457,654.00	$ -	$ 457,654.00

Entity	Fiscal Year 2024-2025	Board Approved Increase 15.00%	Fiscal Year 2025-2026	Board Approved Increase 15.00%	Fiscal Year 2026-2027	Option 2 5.00%	Proposed Fiscal Year 2027-2028
County of Ventura	$ 57,672.00	$ 8,651.00	$ 66,323.00	$ 9,948.00	$ 76,271.00	$ 3,814.00	$ 80,085.00
County of Santa Barbara	57,672.00	$ 8,651.00	66,323.00	$ 9,948.00	$ 76,271.00	$ 3,814.00	$ 80,085.00
City of Santa Barbara	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ 3,178.00	$ 66,739.00
City of Oxnard	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ 3,178.00	$ 66,739.00
City of Buenaventura	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ 3,178.00	$ 66,739.00
City of Carpinteria	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ 1,907.00	$ 40,050.00
City of Port Hueneme	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ 1,907.00	$ 40,050.00
City of Goleta	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ 1,907.00	$ 40,050.00
	$ 346,053.00	$ 51,907.00	$ 397,960.00	$ 59,694.00	$ 457,654.00	$ 22,883.00	$ 480,537.00

Entity	Fiscal Year 2024-2025	Board Approved Increase 15.00%	Fiscal Year 2025-2026	Board Approved Increase 15.00%	Fiscal Year 2026-2027	Option 3 10.00%	Proposed Fiscal Year 2027-2028
County of Ventura	$ 57,672.00	$ 8,651.00	$ 66,323.00	$ 9,948.00	$ 76,271.00	$ 7,627.00	$ 83,898.00
County of Santa Barbara	57,672.00	$ 8,651.00	66,323.00	$ 9,948.00	$ 76,271.00	$ 7,627.00	$ 83,898.00
City of Santa Barbara	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ 6,356.00	$ 69,917.00
City of Oxnard	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ 6,356.00	$ 69,917.00
City of Buenaventura	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ 6,356.00	$ 69,917.00
City of Carpinteria	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ 3,814.00	$ 41,957.00
City of Port Hueneme	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ 3,814.00	$ 41,957.00
City of Goleta	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ 3,814.00	$ 41,957.00
	$ 346,053.00	$ 51,907.00	$ 397,960.00	$ 59,694.00	$ 457,654.00	$ 45,764.00	$ 503,418.00

Entity	Fiscal Year 2024-2025	Board Approved Increase 15.00%	Fiscal Year 2025-2026	Option 4 15.00%	Fiscal Year 2026-2027	Option 4 15.00%	Proposed Fiscal Year 2027-2028
County of Ventura	$ 57,672.00	$ 8,651.00	$ 66,323.00	$ 9,948.00	$ 76,271.00	$ 11,441.00	$ 87,712.00
County of Santa Barbara	57,672.00	$ 8,651.00	66,323.00	$ 9,948.00	$ 76,271.00	$ 11,441.00	$ 87,712.00
City of Santa Barbara	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ 9,534.00	$ 73,095.00
City of Oxnard	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ 9,534.00	$ 73,095.00
City of Buenaventura	48,061.00	$ 7,209.00	55,270.00	$ 8,291.00	$ 63,561.00	$ 9,534.00	$ 73,095.00
City of Carpinteria	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ 5,721.00	$ 43,864.00
City of Port Hueneme	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ 5,721.00	$ 43,864.00
City of Goleta	28,842.00	$ 4,326.00	33,168.00	$ 4,975.00	$ 38,143.00	$ 5,721.00	$ 43,864.00
	$ 346,053.00	$ 51,907.00	$ 397,960.00	$ 59,694.00	$ 457,654.00	$ 68,647.00	$ 526,301.00

Consumer Price Index for All Urban Consumers (CPI-U)
12-Month Percent Change

Series Id: CUURS49ASA0
Not Seasonally
Series Title: All items in Los Angeles-
Area: Los Angeles-Long Beach-
Item: All items
Base Period: 1982-84=100
Years: 2013 to 2026

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	2.0	2.2	1.3	0.9	1.0	1.4	1.3	0.8	0.6	-0.1	0.4	1.1	1.1	1.5	0.7
2014	0.8	0.5	1.0	1.4	1.7	1.8	2.0	1.8	1.7	1.4	1.3	0.7	1.3	1.2	1.5
2015	-0.1	0.1	0.5	0.5	1.1	0.8	1.4	1.1	0.7	1.0	1.6	2.0	0.9	0.5	1.3
2016	3.1	2.4	1.7	2.0	1.4	1.8	1.1	1.4	1.9	2.2	1.8	2.0	1.9	2.1	1.7
2017	2.1	2.7	2.7	2.7	2.5	2.2	2.5	2.8	3.1	3.1	3.6	3.6	2.8	2.5	3.1
2018	3.5	3.6	3.8	4.0	4.1	4.0	3.9	3.9	3.9	4.1	3.6	3.2	3.8	3.8	3.8
2019	3.2	2.5	2.7	3.3	3.1	3.3	3.3	3.0	3.0	3.2	3.2	3.0	3.1	3.0	3.1
2020	3.1	3.4	1.9	0.7	0.9	1.4	1.9	2.0	1.2	0.7	1.0	1.5	1.6	1.9	1.4
2021	0.9	1.0	2.2	3.6	3.9	4.0	3.9	4.0	4.6	5.4	6.0	6.6	3.8	2.6	5.1
2022	7.5	7.4	8.5	7.9	8.0	8.6	7.7	7.6	7.8	7.5	6.0	4.9	7.4	8.0	6.9
2023	5.8	5.1	3.7	3.8	3.2	2.5	2.7	3.3	3.2	2.4	2.8	3.5	3.5	4.0	3.0
2024	2.5	3.4	4.0	3.9	3.9	3.2	3.4	2.9	2.8	3.0	3.2	3.4	3.3	3.5	3.1
2025	3.3	3.1	3.0	3.0	3.0	3.2	3.2	3.3	3.5		3.6	3.0	3.2	3.1	3.3
2026	3.0	2.9	3.4	3.7	3.6	3.3	3.4	3.6	3.7					3.3	

ITEM 3 - Executive Directors Report - BEACON Budget Review, Fiscal Year 2027-28

EXHIBIT 3

Administrative Specialist Job Description

BEACON Administrative Services and Grants Specialist

Professional Services Contractor
Location: Santa Barbara/Ventura County, CA (Remote)
Employment Type: Part-time

BEACON is a California Joint Powers Agency (JPA) established in 1986 to address coastal erosion, beach nourishment, and clean oceans along the Central California Coast from Point Conception to Point Mugu. Our member agencies include the counties of Santa Barbara and Ventura, as well as the coastal cities of Santa Barbara, Goleta, Carpinteria, Ventura, Oxnard, and Port Hueneme. BEACON works closely with local and state agencies to implement coastal protection projects, environmental studies, and policy initiatives that preserve the region's coastline and marine resources.

Position Overview:

BEACON seeks a highly organized Administrative Services and Grant Specialist. This position provides administrative assistance in processing and managing all BEACON records, organizational consulting agreements and legal filings, and assists in managing all Beacon grants. The specialist will be involved in team working relationships with the Program Manager (PM) and the Executive Director (ED), as well as with staff of the Ventura County Auditor-Controller and Santa Barbara County Counsel offices.

1. Administrative and Organization Responsibilities
   -Assist ED and PM in developing information management system protocols for Beacon organizational, financial and agency legal submittals, including Beacon grants.
   -Assists Executive Director and Program Manager in complying with Beacon's required agency submittals (Form 700, FPPC filings, Meetings notices, Agendas, Minutes, etc.)
   -Assists ED and PM in processing all budget documents, including consultant agreements
   -Assists Executive Director and Program Manager in managing Beacon's grants submittals and retaining project records.
   -Assists in maintains all agency digital organizational records
   -Assists in maintaining current Board member information, including term of membership, designated board member alternate, and contact information for appointing agency
   -Maintain agency contact and mailing lists, including: Board member and Alternates, Beacon staff, SAC membership, Stakeholder and Interested Parties; Interested Party List, Member Agency Staffing: City Manager/County CEO; Planning, Public Works, and Parks and Recreation. Provide regular updates to the Board Roster to ensure that all contact information and committee assignments and terms are accurate and up to date
   - Coordinates with the ED to ensure that BEACON's policies, programs, projects and related actions are posted in real time to the BEACON Website.

2. Grants Management
   Working under the guidance of the PM and the ED, day to day activities and essential functions will include managing project and program grants and extramural funding, including the following:
   - Maintaining a spreadsheet listing of contracts and grants, and preparing a summary of same to the PM, ED, and as requested to the BEACON Board of Directors;
   - Assisting in the preparation of grants proposals and submittals;
   - Managing invoicing and payment approvals, including grants proof of payment documentation and all Requests for Disbursement and Payment;
   - Tracking grants reimbursements and tracking in-kind and cash matching grant requirements; and
   - Preparing grants supporting documents (necessary Board Resolutions, Compliance Forms, Insurance Certificates, Grant status reports, including Quarterly Progress Reports, etc.).

Required Qualifications:
The ideal candidate has a background as a program and fiscal planning and management specialist, including fiscal or senior level administrative experience, or other relevant executive support experience. The ideal candidate will be able to perform a range of duties that require excellent organizational, project management and problem- solving skills. Applicants should be able to prioritize daily workloads effectively, and should be comfortable taking responsibility for day-to-day decisions.

The Specialist is a highly collaborative individual, able to build trust and effective relationships with executive staff of BEACON. A proficiency in Microsoft Office Suite, or Google (and its Workspace) applications, and Zoom or Teams is required.

Compensation and General Terms
Based on up to an 8-10 hour commitment weekly, flexibility will be required from time to time to meet workloads and support BEACON meetings. The position is an exempt, contractor position. This is a nhourly paid position, dependent on skills and experience. This is a remote role that may be based anyplace in Santa Barbara or Ventura Counties, or northern Los Angeles County or southern SLO County.

To apply, please send a resume and cover letter to staff@beacon.ca.gov with "Administrative Specialist" in the subject line. Your cover letter should include any personal experience or qualifications you may have. Applications for this position will be received on a continuing basis until the position is filled.

BEACON is committed to equal employment opportunities and prohibits the unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender identity or any other characteristic protected by federal, state or local law.