



Oxnard Commercial Cannabis Application Phase 2 Evaluation Report

CCB 2021-29 - JBIA Inc dba The High Class (THC)

Tracking Number - Applicant Name/DBA

2141 E. Channel Islands Blvd., Oxnard, CA 93030

Proposed Location

Retail and Local Equity Applicant/Retail

License Type

SCORE SUMMARY

1,143 Points Received

1,200 Points Available

95.25% Score

Pass CBA & Local Equity Program

Criteria	Scoring Basis	Points Available	Points Received	Evaluation
1 Business Plan (500 pts)		500	486	
1.1 A budget for construction, operation and maintenance, compensation of employees, equipment costs, utility cost, and other operation costs.	Percentage	85	85	Addressed criteria.
1.2 Proof of capitalization in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets.	Percentage	90	84	The two Wells Fargo screenshots (.jpg files named "WF Summary with Rent" and "WF Summary") lacked dates showing the funds of \$99,766.30 were current.
1.3 3-year pro forma for at least three years of operation.	Percentage	85	85	Addressed criteria.
1.4 Fully describe hours of operation and opening and closing procedures.	All or none	50	50	Addressed criteria.
1.5 Fully describe the day-to-day operations for each license type being sought.	Percentage	90	82	See 1.5.1c and 1.5.1d below.
1.5.1 Additional criteria for RETAIL applications only:				
a. Describe customer check-in procedures.				
b. Identify location and procedures for receiving deliveries during business hours.				
c. Identify number of Point-of-Sales location and estimated number of customers to be served per hour/day.				Business Plan failed to identify the number of POS locations. While the number could be inferred from the Safety Plan diagram on pg 79 of the PDF file "Criteria 1-8", point deduction as it was required to be included in the Business Plan.
d. Describe the proposed product line and estimate the percentage of sales of flower and manufactured products.				Business Plan lacked information on which brands the business will carry. Applicants who received full points for this criteria discussed planned brands.
e. Describe the product handling procedures.				
f. If proposed, describe delivery service procedures, number of vehicles and product security during transportation.				
1.6 Fully describe cash handling procedures.	All or none	50	50	Addressed criteria.
1.7 Fully describe inventory control procedures including identification of point-of-sales and track and trace software.	All or none	50	50	Addressed criteria.
Summary	<p>Eighty percent of the proposed business is owned by CEO Manpreet Kaur Gill and 20% by CFO Jagdeep Singh Gill. Budget for construction, startup costs, and amounts to be paid 90 days after opening was projected to be approx. \$611k, but \$60k has already been paid, leaving funding needed for \$551K. Funding will be provided by the owners, who provided proof of funds for \$588k. The safety diagram showed 6 POS terminals and the business will use the BioTrack THC POS system. Proposed product line will include flower (projected to be 39.78% of sales), vape cartridges (24.39%), edibles (17%), prerolls (9.79%), concentrates (6.62%) and topicals (2.42%). Annual revenue projections start at approx. \$8.87M in Year 1 and grow to \$10.7M by Year 3.</p>			



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2. Labor and Employment Plan (300 pts)				
2.1 Describe compensation to and opportunities for continuing education and employee training.	<i>Percentage</i>	105	90	Points deducted for: - Limited description of employee training. Applicant acknowledged that it "will provide...thorough training of new hires" (pg 49 of PDF file "Criteria 1 - 8"), but provided no additional detail. Applicants who received full points for this criteria provided an outline of the training program, descriptions of the training topics and/or sometimes a schedule for training. - Limited description of continuing education. Applicant stated it will reimburse tuition for continuing education (pg 47), and that courses include college credit courses, seminars and certification tests, but provided no additional detail. Applicants who received full points for this criteria provided information such as venues through which employees could attain more education and/or possible courses.
2.2 Describe the extent to which the CCB will be a locally managed enterprise whose owners and/or managers reside within the Ventura County area.	<i>All or none</i>	45	45	Addressed criteria.
2.3 Describe the number of employees, title/position and their respective responsibilities.	<i>Percentage</i>	105	85	The descriptions of job responsibilities starting on pg 51 of PDF file "Criteria 1-8" lacked descriptions of the following two positions that were shown on the org chart on pg 51: - Assistant Manager & Quality Assurance Specialist - Delivery Manager
2.4 Thoroughly describe employee policies and procedures (complete manuals are not required to be submitted).	<i>All or none</i>	45	45	Addressed criteria.
Summary	Proposed business expects to start with 5 full time and 3 part time employees in Year 1 and grow to 25 full time and 20 part time employees by Year 5. Wages range between \$18-25 per hour. Employee benefits include employer-provided health care with an FSA option, worker's compensation, education reimbursement, shuttle services to bring employees to and from work when necessary, and various paid time off and leave options. Applicant committed to enter into a labor peace agreement. The ownership team has lived and owned businesses in Oxnard for over 20 years, and the proposed business has 7 future employees who have resided in Oxnard at least 25 years. Applicant committed to hire Oxnard residents for at least 75% of employee roles and has developed a local recruitment plan. The structure of the business was shown in an organizational chart. Applicant has an Incubator Workforce Program that establishes partnerships with local organizations that serve social equity-qualified individuals.			



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Criteria	Scoring Basis	Points Available	Points Received	Evaluation
3 Safety Plan (200 pts)		200	192	
3.1 The Safety Plan shall be prepared by a professional fire prevention and suppression consultant. An assessment of the facility's fire safety plan by a qualified licensed fire prevention and suppression consultant. An appropriate plan will consider all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation. Identify all gases and/or chemicals to be used and their storage locations (testing).	<i>Percentage</i>	70	66	Safety plan addressed the minimum required topics and referenced additional safety situations, but provided less detail on those additional situations than applicants who received full points.
3.2 Identify fire alarm and monitoring system including the name and contact information for the alarm company	<i>All or none</i>	7	7	Addressed criteria.
3.3 Describe accident and incident reporting procedures	<i>All or none</i>	8	8	Addressed criteria.
3.4 Describe evacuation routes	<i>All or none</i>	8	8	Addressed criteria.
3.5 Location of fire extinguishers and other fire suppression equipment	<i>All or none</i>	8	8	Addressed criteria.
3.6 Describe procedures and training for all fire and medical emergencies	<i>All or none</i>	8	8	The Safety Plan failed to describe procedures and training for medical emergencies. (A word search for the term "medical" returned only one result in the Safety Plan on pg 60, which said, "This plan addresses fire safety, medical and hazardous situations, as well as occupant evacuation...".) However, no points deducted as the Plan addressed the other part of the criteria.
3.7 Describe and identify the location of all gas monitoring equipment. A detailed diagram of the overall facility's safety features.	<i>All or none</i>	7	7	Addressed criteria.
3.8 Written description of safety features, including but not limited to fire prevention, suppression, HVAC and alarm systems.	<i>Percentage</i>	70	66	Safety Plan addressed the minimum required safety features and referenced some additional features, but described fewer features than applicants who received full points.
3.9 Clarify if your building has sprinklers?	<i>All or none</i>	7	7	Addressed criteria.
3.10 What date was the subject building constructed?	<i>All or none</i>	7	7	The construction year was found in the Security Plan (pg 82 of PDF file "Criteria 1-8"), not the Safety Plan. However, no point deduction as criteria was addressed.
Summary	Safety Plan was prepared by Jeffrey G. Lutz of Lutz & Associates Consulting. The building was constructed in 2007 and the proposed location is a total of 4,235 sq. ft. (3,635 sq. ft. storefront retail area + 600 sq. ft. non-storefront delivery). The Plan considered fire and hazardous situations. The diagram showed the following safety features: evacuation routes, fire extinguishers, and knox box. The facility is equipped with sprinklers. An automatic fire alarm is not required per the CA Fire Code, but Applicant may choose to install one and indicated Bay Alarm would be the monitoring company. Applicant provided sample checklists to ensure compliance with OSHA standards on fire prevention, exits, flammable and combustible material and earthquakes.			



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4 Security Plan (200 pts)		200	200	
4.1 The Security Plan shall be prepared by a professional security consultant. A thorough Security Plan should consider all access control, inventory control, cash handling procedures. Complete policy/procedures manuals are not required at this point of the application process. Please only provide a detailed description for each criteria.	<i>All or none</i>	30	30	Addressed criteria.
4.2 Premises (Security) Diagram. In addition to diagrams submitted for other sections of the application, applicants are expected to submit a premises diagram (floor plan, detail) which, focuses on the proposed security measures and how they relate to the overall business. (Pursuant to CCR Title 16, Division 42, §5006. Premises Diagram).	<i>Percentage</i>	70	70	Addressed criteria.
4.2.1 The diagram shall be accurate, dimensioned and to scale (minimum scale 1/8"). The scale may be smaller if the proposed location exceeds more than a 1/2 acre parcel but must not be printed on larger than an 11" x 17" sheet of paper. (Blueprints and engineering site plans are not required at this point of the application process).				
4.2.2 The diagram must be drawn to scale and clearly identify property boundaries, entrances, exits, interior partitions, walls, rooms, windows and doorways. The activity in each room and the location of all cameras must be identified on the diagram.				
4.2.3 Description of cannabis activity that will be conducted in each area of the premise. Commercial cannabis activities that must be identified on the diagram/floor plan may include but are not limited to the following if applicable to the business operations; storage areas, batch sampling areas, loading/unloading of shipment areas, packaging and labeling, customer sales areas, training areas, employee break room areas, and testing areas.				
4.2.4 Limited-access areas, defined as areas in which cannabis goods are stored or held and only accessible to a licensee, its employee or contractors, and areas used for video surveillance monitoring and storage devices (Pursuant to CCR Title 16, Division 42, §5000 (m) Limited-Access Area and §5042. Limited-Access Area).				
4.2.5 Number and location of all video surveillance cameras.				
4.3 Identify intrusion alarm and monitoring system including the name and contact information for the monitoring company.	<i>All or none</i>	30	30	Addressed criteria.
4.4 Discuss whether the CCB will utilize the services of on-site security guards. Include in the discussions:	<i>Percentage</i>	70	70	Addressed criteria.
4.4.1 Number of guards				
4.4.2 Hours guards will be on-site				
4.4.3 Locations they will be positioned				
4.4.4 Their roles and responsibilities				
Summary	Security Plan was created by Terry Blevins of Armplex Security. The Plan addressed topics such as, but not limited to, cash handling and transportation, inventory control and product security, ingress/egress access control, security personnel, video camera surveillance system, and intrusion detection/alarm system. The business will utilize security cameras (indoor and outdoor), door contacts, motion detectors, glass break sensors, strobe/sirens, keypads, panic buttons, and door card readers as part of its security plan and will be monitored by a 24/7 intrusion alarm system by SecurityBud, Inc. Applicant will have 1 security guard when the business is open, arriving 30 minutes prior to opening and leaving 30 minutes after closing. As site traffic increases, there may be a need for a second security guard.			



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5 Community Benefit Agreement and Local Equity Program (Pass/Fail)				
5.1 Executed Cannabis Community Benefit Agreement and Local Equity Program	Pass/Fail	Required	Pass	Addressed criteria.
Summary Applicant signed the Cannabis Community Benefit Agreement and Local Equity Program form.				