

**CUYAMA COMMUNITY SERVICES DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS  
REGULAR MEETING  
WEDNESDAY, NOVEMBER 13TH, 2019**

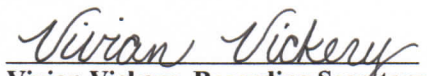
1. **CALL TO ORDER:**  
Chairman Paul Chounet called the meeting to order at 7:03 p.m.
  
2. **ROLL CALL, Board Members and Staff Present:**  
**Board Members present:**  
Paul Chounet  
Terri Cox  
Malcolm Ricci  
Deborah Williams  
  
**Board Members absent:**  
Linda Proeber  
  
**Staff present:**  
Vivian Vickery
  
3. **INTRODUCTION OF GUESTS:**  
None.
  
4. **PUBLIC COMMENTS:**  
None.
  
5. **APPROVAL OF THE MINUTES:**  
None were presented for approval.
  
6. **APPROVAL OF CHECKS BY NUMBERS:**  
Deborah Williams made a motion to approve checks 11066 through 11093, ACH Debit, and EFT from the General Account, noting that check 11066 had been previously issued, check 11067 had been previously issued by Direct Deposit, and ACH Debit and EFT had been previously processed. Terri Cox seconded the motion. Ayes, in favor of, were four; nays were none, and one was absent. Motion carried.
  
7. **CORRESPONDENCE:**
  - A. Vivian Vickery presented to the Board the Financial Highlights publication for Fiscal Year Ended June 30, 2019 from Santa Barbara County.
  - B. Vivian Vickery presented to the Board a copy of the Condition Letter of October 31, 2019 to iDGroup from Santa Barbara County Fire Department regarding conditions for the Cuyama Buckhorn permit for addition to the lobby.
  
8. **REPORTS:**
  - A. **Treasurer's Report:** Vivian Vickery reported the Account Schedules as of 11/13/2019, as presented in Attachment A.
    1. The Board reviewed the account schedules, and discussion followed.
    2. No budget reports were presented at this time.
    3. Terri Cox made a motion to transfer \$1,918.28 from CCSD's General Account to the New Sewer Plant Construction Project Account (Debt Service Account) for the loan payment of \$1,918.28 due December 9, 2019. Paul Chounet seconded the motion. Ayes, in favor of, were four; nays were none, and one was absent. Motion carried.  
Malcolm Ricci made a motion to accept the Treasurer's Report. Terri Cox seconded the motion. Ayes, in favor of, were four; nays were none, and one was absent. Motion carried.

- B. General Manager's Report:** Vivian Vickery submitted a written report of both office and field operations to Board Members for review prior to the meeting, as presented in Attachment B. Discussion was held regarding installation of fencing along WWTP Pond 2. More discussion followed about PTS Rentals, Inc. service and repair of the WTP generator. Paul Chounet made a motion to accept the General Manager's Report. Deborah Williams seconded the motion. Ayes, in favor of, were four; nays were none, and one was absent. Motion carried.
- 9. DISCUSSION ITEMS:**
- A. GSA Report:** Paul Chounet gave a report of public hearings and the CBGSA Board meeting held on November 6<sup>th</sup>. The CBGSA Board approved a contract with Cuyama Basin Water District for the administration and management of the central basin region for one year. The Board approved the Chairperson to work with staff on a grant application for Prop 68 funds that could provide financial assistance for administration and management of the GSP. Stream filed gauges will be used to monitor flow of the Cuyama River at various locations. Extraction fees were approved by the Board with a condition added to the motion for the budget and funding to be done at the same time. The groundwater extraction fee for 2020 will be \$19 per acre-foot, and payment is due by January 31, 2020. There is an automatic exemption for one year for domestic wells that pump less than 2 acre-foot a year. CCSD's fee will be based on water usage for 2019. The CBGSA Board is expected to consider adopting the Final GSP at its December 4, 2019 meeting. The Final GSP will be submitted to the Department of Water Resources by January 31, 2020. The schedule will change to quarterly board meetings.
- B. Risk Management and Emergency Response Plan:** Deborah Williams reported that there was nothing to present at this time. She further reported that she received a request from CVFRC to work with that organization and provide information when CCSD has its ERP in place. Paul Chounet reported contact from a Santa Barbara County Supervisor regarding PG & E Company working with public utilities for the Public Safety Power Shutoff program. Discussion was held regarding the effect of PSPS on the ERP.
- 10. DISCUSSION/ACTION ACTIONS:**
- A. DAC Funding:**
- 1. Vivian Vickery presented the Professional Services Agreement between Remarkable Recreation Solutions/Mark Honberger and CCSD.** The Board reviewed the agreement, and discussion was held. Deborah Williams made a motion to approve the Professional Services Agreement between Remarkable Recreation Solutions/Mark Honberger and CCSD with modifications: (1) Scope of Work: design and production of newsletter quarterly (250 print count), do not include Facebook management, do not include website management, include logo development facilitation, and (2) Compensation for Services 7a, 8a, and 10a. Terri Cox seconded the motion. Ayes, in favor of, were four; nays were none, and one was absent. Motion carried.
- B. CCSD Water Policy:** Deborah Williams reported that the CCSD Water Policy for theft of utilities is a work in progress. She also reported that updates are needed to other sections. Discussion was held, and the Board was in favor of attaching an appendix of Government Code for theft of utilities to the Water Policy.
- C. Board Vacancy:** The Board referred to CCSD Board of Directors' Policies and Procedures Manual-Section 10, specifically Government Code Section 1770. Discussion followed. Deborah Williams made a motion to remove Linda Proeber from her position on the CCSD Board of Directors for non-execution of duties for three consecutive months. Terri Cox seconded the motion. Ayes, in favor of, were four; nays were none, and one was absent. Motion carried.
- D. Board Vacancy, one (1) two-year position:** The Board considered the procedure to fill one Board Director position, term expiring December 4, 2020. Paul Chounet made a motion to post the Notice of Vacancy and request that the candidate submit the letter of interest by the next agenda for Board review at the meeting, applicant must be a registered voter of the

- Services District. Deborah Williams seconded the motion. Ayes, in favor of, were four; nays were none, and there was one vacancy. Motion carried.
- E: **Permanent/Part-Time Office Clerk:** Much discussion was held regarding current office operations and an office position for a Permanent/Part-Time Office Clerk for CCSD. Deborah Williams made a motion to create a Permanent/Part-Time Office Clerk position with opportunity for benefits after the probationary period. The Board and General Manager conferred about the work schedule and posting a position announcement for Temporary/Part-Time Clerical Assistant at this time. Terri Cox seconded the motion. Ayes, in favor of, were four; nays were none, and there was one vacancy. Motion carried. The Board directed the General Manager to post a position announcement for Temporary/Part-Time Clerical Assistant tomorrow.
- F. **Job Description:** Deborah Williams presented a draft of the job description for Permanent/Part-Time Office Clerk. The Board and General Manager reviewed the draft, and much discussion followed. The Board made revisions to (1) Primary Duties and Responsibilities to include “assist the General Manager in the following” and (2) Conditions of Employment – Must be able to make timely, independent decisions “under the direction of the General Manager” and to strike out “justify them if required.” Paul Chounet made a motion to accept the first reading of the job description for Permanent/Part-Time Office Clerk with edits. Terri Cox seconded the motion. Ayes, in favor of, were four; nays were none, and there was one vacancy. Motion carried.
- G. **Future Agenda Items:** The Board will consider approval of the second reading of the job description for Permanent/Part-Time Office Clerk, as edited. The Board will hold discussion of water rates for commercial and small agricultural usage.

At this time, the Board revisited Item 8B, General Manager’s Report to discuss progress on survey work for the legal descriptions for the easement agreements and draft documents. Vivian Vickery referred to the email messages from Gary Kvistad and Lawrence Sanchez; copies were issued to Board Members prior to the meeting.

- H. **Future Board Meeting Schedule:** The next regular Board Meeting will be held Wednesday, December 11<sup>th</sup>, 2019.
11. **CLOSED SESSION:**  
Per the written record by Paul Chounet:  
The Board went into Closed Session at 9:13 p.m. The Board came out of Closed Session and reconvened the meeting in open session at 10:10 p.m.
- A. **Conference with Labor Negotiator (Government Code §54957.6):**  
Unrepresented employee: General Manager.  
Malcolm Ricci made a motion to give an overall compensation increase totaling 5% that will include COLA. Terri Cox seconded the motion. Ayes, in favor of, were four; nays were none, and there was one vacancy. Motion carried.
12. **ADJOURNMENT:**  
Per the written record by Paul Chounet:  
Terri Cox made a motion to adjourn the meeting at 10:11 p.m. Deborah Williams seconded the motion. Ayes, in favor of, were four; nays were none, and there was one vacancy. Motion carried.

  
Vivian Vickery, Recording Secretary