

**CUYAMA COMMUNITY SERVICES DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
WEDNESDAY, JULY 15TH, 2020**

1. CALL TO ORDER:

Chairman Paul Chounet called the meeting to order at 7:00 p.m.

2. ROLL CALL, Board Members and Staff Present:

Board Members present:

Paul Chounet

Terri Cox

Fernando De Los Santos

Malcolm Ricci

Deborah Williams

Malcolm Ricci participated in the meeting from a remote location by Zoom conferencing.

Board Members absent:

None.

Staff present:

Vivian Vickery

3. INTRODUCTION OF GUESTS:

James Owens of NV5 attended the meeting from a remote location by Zoom conferencing.

4. PUBLIC COMMENTS:

None.

5. APPROVAL OF THE MINUTES:

Terri Cox made a motion to approve the Special Board Meeting Minutes of May 14th, 2020. Deborah Williams seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Fernando De Los Santos, Malcolm Ricci, and Deborah Williams; nays were none, and no one abstained. Motion carried.

Terri Cox made a motion to approve the Regular Board Meeting Minutes of June 10th, 2020. Deborah Williams seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Fernando De Los Santos, Malcolm Ricci, and Deborah Williams; nays were none, and no one abstained. Motion carried.

6. APPROVAL OF CHECKS BY NUMBERS:

Terri Cox made a motion to approve checks 11280 through 11312, ACH Debit, and EFT from the General Account, noting that check 11280 had been previously issued, check 11281 had been previously issued by Direct Deposit, and ACH Debit and EFT had been previously processed. Deborah Williams seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Fernando De Los Santos, Malcolm Ricci, and Deborah Williams; nays were none, and no one abstained. Motion carried.

At this time, Chairman Paul Chounet moved up Items 9A through 9D, Discussion Items.

ITEM 9A, REHOBOTH #4 WATER WELL:

Vivian Vickery reported that the process for the final execution of the Funding Agreement was almost complete. She provided an update on the permit application for construction of the new well. Paul Chounet expressed the Board's concern about inspections during construction. James Owens addressed the Board regarding the construction process and

engineering services that NV5 will provide, including supervision and oversight of the project. Discussion followed about the timeline once the Funding Agreement is approved. Mr. Owens explained steps of the bid process and gave a basic estimate of eight months for the timeline to complete the project; a schedule will be set once funding is finalized.

ITEM 9B, DAC FUNDING:

Vivian Vickery gave a report on the DACI Projects.

Project 4 Task 4, Community Outreach:

- The 2019 AWQR and CCR were published together as a bilingual annual newsletter.
- Flyers/entry forms for the Logo Contest were posted at local business locations and on the website.
- Several updates were made to the website.
- Quail Springs completed a mural of Water Cycle of the Cuyama Valley at CVFRC. Quail Springs Progress Report was issued to Board Members prior to the meeting.

Project 9 Task 1: RCAC has set up a Go To Meeting on July 20th to start off the Water Conservation Plan.

Project 9 Task 2: Dudek completed Hydro Study – Part 2. The report was used as reference to confirm the revised relocation for Rehoboth #4 Water Well.

Ms. Vickery prepared a needs assessment for potential projects for DAC Funding – Round 2 and submitted the list to Dudek.

ITEM 9C, GSA REPORT:

GSA Report: Paul Chounet reported that the CBGSA held a Public Meeting and Public Rate Hearing on June 25th for the proposed increase of the existing \$19.00 per acre-foot Groundwater Extraction Fee. The CBGSA Board approved the following:

- Management area delegation to Cuyama Basin Water District for implementation of pumping allocations in Central Basin Management Area and development of water budgets for individual landowners.
- CBGSA Monitoring Network Access Agreement.
- Daniels Phillips Vaughn & Bock to perform the Fiscal Year 2019-20 Financial Audit.
- Task Order No. 6 with the Hallmark Group for Executive Director services for the Fiscal Year 20-21.
- Task Order No. 8 with Woodard & Curran for technical support services for the Fiscal Year 20-21.

The CBGSA Board took no action on the proposed increase of the Groundwater Extraction Fee. The next Public Meeting and Public Rate Hearing will be held on August 13th.

ITEM 9D, 2019-2020 DATA REVIEW:

Paul Chounet explained the benefit of data review. Vivian Vickery presented the schedules of payments for USDA RUS COPs and loan for the WWTP and USDA RUS loan for the ARWTP. Review was held, and discussion followed. Further discussion was held regarding an agenda item to pay off the USDA RUS original loan of \$42,600. Ms. Vickery will prepare financial information for data review FY 2019-2020 to present to the Board for evaluation. Deborah Williams addressed CCSD Water Ordinances for termination of services and landlord responsibility for unpaid tenant accounts. Discussion followed.

James Owens disconnected from Zoom conferencing and left the meeting.

7. CORRESPONDENCE:

Vivian Vickery presented to the Board:

- A. November 3, 2020 Notice of Election publication, along with the Notice of Elective Offices to Filled in the Cuyama Community Services District and candidate filing information. Discussion was held.**
- B. SDRMA 2020-21 coverage documents and SDRMA 2018-19 Annual Report.**

- C. **SDRMA 2021 Health Benefits Brochure, along with renewal information effective January 1, 2021. Discussion was held regarding rate increases for medical benefits.**
8. **REPORTS:**
- A. **Treasurer's Report: Vivian Vickery reported the Account Schedules as of 07/15/2020, as presented in Attachment A.**
1. **The Board reviewed the account schedules, and discussion followed.**
2. **No budget report was presented at this time.**
- Discussion was held about the process to add Fernando De Los Santos as an authorized signer on the CCSD's bank accounts at Chase Bank. Further discussion followed regarding the amount of funds to transfer to the General Account. Paul Chounet made a motion to transfer \$10,000.00 from the Local Agency to CCSD's General Account at JPMorgan Chase Bank. Deborah Williams seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Fernando De Los Santos, Malcolm Ricci, and Deborah Williams; nays were none, and no one abstained. Motion carried.**
- Terri Cox made a motion to accept the Treasurer's Report. Fernando De Los Santos seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Fernando De Los Santos, Malcolm Ricci, and Deborah Williams; nays were none, and no one abstained. 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. Terri Cox made a motion to accept the General Manager's Report. Malcolm Ricci seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Fernando De Los Santos, Malcolm Ricci, and Deborah Williams; nays were none, and no one abstained. Motion carried.**
9. **Items 9A through 9D, Discussion Items were moved up following Item 6, Approval of Checks by Numbers.**
10. **DISCUSSION/ACTION ACTIONS:**
- A. **CCSD Water Policy: Deborah Williams presented a draft of Part 1 – Water Ordinances. She reported that the draft was transcription of the old CCSD Policy with updates to include new state requirements. Review was held, and discussion followed. The Board agreed to refer dollar amounts of charges to the Appendix – District Payment Fee Schedule and to follow a policy to review the fee schedule on a regular basis. Further discussion was held regarding increases in standard fees. The Board suggested some changes to Article 1-402 Supply to Separate Structures, Article 1-407 Ground Wire Attachments, and Article 2 – Definitions. Standard forms will be added to Water Ordinances as reference for office procedures. Terri Cox made a motion to accept the first reading of CCSD Water and Sewer Policies, Part 1 – Water Ordinances with suggested changes. Fernando De Los Santos seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Fernando De Los Santos, Malcolm Ricci, and Deborah Williams; nays were none, and no one abstained. Motion carried.**
- B. **Letter of Support: Paul Chounet presented to the Board a draft letter of support for a grant to install broadband fiber between Maricopa and Santa Maria, including connections to Cuyama Valley. He provided background information on the project proposed by Frontier California Inc. Discussion followed. Paul Chounet made a motion to approve the letter of support for the Cuyama, Maricopa, Santa Maria and Orcutt middle-mile and FTTP Project, as written to the California Public Utilities Commission. Deborah Williams seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Fernando De Los Santos, Malcolm Ricci, and Deborah Williams; nays were none, and no one abstained. Motion carried.**
- C. **Future Agenda Items: The Board will hold a Public Workshop on July 23rd at 6:00 p.m. to review updates to CCSD Policy – Water and Sewer Ordinances.**

There were no Public Comments on Closed Session items.

11. **CLOSED SESSION:**
The Board went into Closed Session at 8:52 p.m.
- Per the written record by Paul Chounet:
The Board came out of Closed Session and reconvened the meeting in open session at 9:20 p.m.
- A. **Public Employee Performance Evaluation (54957): General Manager.**
Discussion was held. No action was taken.
12. **ADJOURNMENT:**
Paul Chounet provided verbal confirmation that the meeting was adjourned at 9:21 p.m.


Vivian Vickery, Recording Secretary