

**CUYAMA COMMUNITY SERVICES DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
WEDNESDAY, AUGUST 14TH, 2019**

1. **CALL TO ORDER:**
Chairman Paul Chounet called the meeting to order at 7:05 p.m.

2. **ROLL CALL, Board Members and Staff Present:**
Board Members present:
Paul Chounet
Terri Cox
Malcolm Ricci

Board Members absent:
Linda Proeber
Deborah Williams

Staff present:
Vivian Vickery

3. **INTRODUCTION OF GUESTS:**
Aeysha Kinnunen Joshua Nord
Lori Speer Ray Speer
Luke Viscusi

4. **PUBLIC COMMENTS:**
Luke Viscusi reported that he attended the CVCA meeting and there was discussion there regarding power resources in the event of an outage. He requested information about CCSD's facilities. The Board responded that there is a generator at the Water Plant. The raw water tanks are kept at capacity and when they are full, they will provide one day of water supply in the summer and three days in the winter. There is no generator at the WWTP, so it will stop operation after eight hours. Discussion was held.

5. **APPROVAL OF THE MINUTES:**
The Regular Board Meeting Minutes of October 10th, 2018 were not presented for approval.

The Regular Board Meeting Minutes of April 10th, 2019 were not presented for approval.

The Regular Board Meeting Minutes of May 15th, 2019 were not presented for approval.

The Regular Board Meeting Minutes of June 12th, 2019 were not presented for approval.

Terri Cox made a motion to approve the Regular Board Meeting Minutes of July 15th, 2019, as presented. Malcolm Ricci seconded the motion. Motion carried.

6. **APPROVAL OF CHECKS BY NUMBERS:**
Malcolm Ricci made a motion to approve checks 10979 through 11004, ACH Debit, and EFT from the General Account, noting that check 10979 and 10981 had been previously issued and ACH Debit and EFT had been previously processed. Terri Cox seconded the motion. Motion carried.

7. **CORRESPONDENCE:**
A. Vivian Vickery presented to the Board an e-mail message from Deborah Williams regarding risk management and emergency response plan resources for water utilities. Ms. Williams

made a request to add "Risk Management and Emergency Response Plan" as a discussion item on next month's agenda.

8. REPORTS:

- A. Treasurer's Report:** Vivian Vickery reported the Account Schedules as of 08/14/2019, as presented in Attachment A.
1. The Board reviewed the account schedules, and discussion followed.
 2. The QuickBooks report for Profit & Loss for July 2019 was available for review.
 3. Malcolm Ricci made a motion to transfer \$9,397.29 from the General Account to the Surcharge Reserve Fund Account. Terri Cox seconded the motion. Ayes, in favor of, were three; nays were none, and two were absent. Motion carried.
 4. Paul Chounet made a motion to transfer \$6,962.00 from CCSD's General Account to the New Sewer Plant Construction Project Account (Debt Service Account) for the loan payment of \$6,962.00 due September 2, 2019. Terri Cox seconded the motion. Ayes, in favor of, were three; nays were none, and two were absent. Motion carried.
- Terri Cox made a motion to accept the Treasurer's Report. Malcolm Ricci seconded the motion. 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. Paul Chounet made a motion to accept the General Manager's Report. Malcolm Ricci seconded the motion. Motion carried.

9. DISCUSSION ITEMS:

- A. GSA Report:** Paul Chounet gave a report of the last CBGSA Board meeting. The GSP is essentially done. The Board appointed two ad hoc committees. Dr. Chounet serves on the subcommittee for extraction fees, and he explained the process. He hopes to present CCSD as a special case for exemption. The next meeting will be held November 6th. He further reported that the Central Basin is one management area that requires monitoring by the GSA. An agreement with Cuyama Basin Water District to monitor the Central Basin for the GSA would lower costs. Discussion was held. The CBGSA Board approved \$357,000 to Woodard & Curran for a Task Order for work outside of the scope of the contract.
- B. Rehoboth #3 Water Well:** Vivian Vickery presented to the Board an e-mail message from Gary Kvistad regarding the Amended and Restated Grant of Easement. Discussion was held regarding survey services to prepare legal descriptions for the easements. Lori Speer offered a recommendation for survey services, and Ms. Vickery will follow up on the matter.
- C. Rehoboth #4 Water Well:** Vivian Vickery previously addressed this item in the General Manager's Report of office operations. Discussion was held regarding a Deeded Easement Agreement for Well #4 location. Ms. Vickery will follow up with survey services and legal services for preparation of a draft agreement. Further discussion followed about grant funding requirements for the proposed project.

10. DISCUSSION/ACTION ACTIONS:

- A. Water Systems Improvements Project:** Vivian Vickery presented two proposals for professional and technical services for planning phase of the Water System Improvements Project. Lori Speer of Bethel Engineering made a presentation of planning services for phase 1 and phase 2, and she explained items of that proposal. Joshua Nord of MKN & Associates, Inc. made a presentation with a focus on preliminary steps and a pre-planning and preliminary engineering report. Much discussion followed. Board Members were not prepared to make a decision at this time; an ad hoc committee of Deborah Williams and Paul Chounet will review proposals and evaluate both firms. A recommendation will be presented for approval at the next board meeting.

Joshua Nord, Lori Speer, and Ray Speer left the meeting at 8:15 p.m.

B. DAC Funding:

1. Vivian Vickery presented the Agreement for Streamline Terms of Service between

- Streamline and CCSD. Discussion was held. Paul Chounet made a motion to approve the Agreement between Streamline and CCSD. Terri Cox seconded the motion. Ayes, in favor of, were three; nays were none, and two were absent. Motion carried.**
- C. SDRMA Election: Discussion was held regarding the CCSD Board's participation in the selection of three candidates to the SDRMA Board of Directors. No action was taken.**
- D. Future Agenda Items: The Board requested these agenda items for the next board meeting: (1) Risk Management and Emergency Response Plan, (2) CCSD Water Policy for theft of utilities, and (3) accept Cuyama Hydrogeological Study Final Report.**
- 11. CLOSED SESSION:**
Per the written record by Paul Chounet:
The Board went into Closed Session at 8:30 p.m. The Board came out of Closed Session and reconvened the meeting in open session at 9:24 p.m.
- A. Public Employee Performance Evaluation (54957): General Manager:**
Discussion was held. No action was taken.
- 12. ADJOURNMENT:**
Per the written record by Paul Chounet:
Terri Cox made a motion to adjourn the meeting at 9:25 p.m. Malcolm Ricci seconded the motion. Motion carried.


Vivian Vickery, Recording Secretary