

**CUYAMA COMMUNITY SERVICES DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
SPECIAL MEETING
THURSDAY, MAY 14TH, 2020**

1. **CALL TO ORDER:**
Chairman Paul Chounet called the meeting to order at 6:02 p.m.

2. **ROLL CALL, Board Members and Staff Present:**
Board Members present:
Paul Chounet
Terri Cox
Malcolm Ricci
Deborah Williams
One (1) Vacancy

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:**
None.

4. **PUBLIC COMMENTS:**
None.

5. **CLOSED SESSION:**
The Board went into Closed Session at 7:05 p.m. The Board came out of Closed Session and reconvened the meeting in open session at 7:19 p.m. Paul Chounet gave a report of the Board's findings:

Potential Litigation: Conference with Legal Counsel.
Discussion was held. No action taken.

6. **APPROVAL OF THE MINUTES:**
None were presented for approval.

7. **APPROVAL OF CHECKS BY NUMBERS:**
Vivian Vickery reported that the District received IRWM reimbursement for DACI Invoice 7 in the amount of \$17,395.12, which covers payments of \$6,018.25 to Dudek and \$11,176.87 to RCAC, plus reimbursement of \$200.00 to CCSD for Streamline monthly member fee. Deborah Williams made a motion to approve checks 11223 through 11253, ACH Debit, and EFT from the General Account, noting that check 11223 had been previously issued, check 11224 had been previously issued by Direct Deposit, and ACH Debit and EFT had been previously processed. Malcolm Ricci seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Malcolm Ricci, and Deborah Williams; nays were none, and there was one vacancy. Motion carried.

8. **CORRESPONDENCE:**
 - A. Vivian Vickery presented to the Board a letter from LAFCO with a notice of results for the Regular and Alternate Special District Member elections to Santa Barbara LAFCO.

- B. Vivian Vickery presented to the Board a packet from LAFCO containing Notice of Meeting Cancellation and Special Meeting Agenda for May 14, 2020 and materials for the Proposed LAFCO Budget for FY 2020-2021.
- C. Vivian Vickery presented to the Board a letter of interest from Fernando De Los Santos to fill the vacant seat on the Board of Directors.
9. **REPORTS:**
- A. **Treasurer's Report:** Vivian Vickery reported the Account Schedules as of 05/14/2020, as presented in Attachment A.
1. The Board reviewed the account schedules, and discussion followed.
 2. Vivian Vickery presented the budget reports for March 2020 and April 2020. Discussion was held. Deborah Williams suggested that the Board consider paying off the USDA RUS loan for the WWTP. Further discussion followed.
- Deborah Williams made a motion to accept the Treasurer's Report. Terri Cox seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Malcolm Ricci, and Deborah Williams; nays were none, and there was one vacancy. 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 the sampling schedule for arsenic testing and rush for results. Ms. Vickery reported that she conferred with Jerry Tinoco, Rural Development Specialist of RCAC, and updated him on the status of Well No. 4 Project and a water system improvements plan. Mr. Tinoco will request an extension from the State for RCAC to continue its Technical Assistance contract with CCSD's planning application. Further discussion followed about engineering services contracted for Well No. 4 Project and proposed Water System Improvements Project.
- Paul Chounet made a motion to accept the General Manager's Report. Deborah Williams seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Malcolm Ricci, and Deborah Williams; nays were none, and there was one vacancy. Motion carried.
10. **DISCUSSION ITEMS:**
- A. **Grant of Easement and Quitclaim by and between Owner and District for Well Site No. 3 and Well Site No 4:** Paul Chounet reported that there was no progress.
- B. **CCSD Water Policy:** Vivian Vickery presented an Excel worksheet of account status as of May 12, 2020 for accounts with a total balance over \$500.00 as of 4/30/2020 and/or a balance over \$500.00 as of 3/4/2020. She referred to Executive Order N-42-20, which suspends the discontinuance of residential service for nonpayment as of March 4, 2020. Much discussion followed. Further discussion was held regarding the Water Shutoff Protection Act. Deborah Williams reported that she is working on the updates to the CCSD Water Policy.
- C. **2020-2021 Budget:** Discussion was held regarding the proposed budget for the 2020-21 fiscal year. The Board decided the General Manager would prepare the draft of the proposed budget and Malcolm Ricci would give first review to act as the budget committee. The proposed budget will be presented for Board approval at the next regular board meeting.
11. **DISCUSSION/ACTION ACTIONS:**
- A. **DAC Funding:** Paul Chounet reported that Department of Water Resources will combine Project 4, Task 4-Community Outreach and Project 5, Task 2-IRWM Engagement Efforts, per the DACI Grant Amendment Request, in order to move forward with the completion of both Tasks. In addition, the Water Conservation Plan and Cuyama Hydro Study-Part 2 were included in the DACI Grant Amendment Request. Copies of the professional services agreements were issued to Board Members prior to the meeting for review. Discussion was held regarding Board review of services by Quail Springs prior to presentation to the community.

1. Deborah Williams made a motion to approve the revised Professional Services Agreement between CCSD and Quail Springs Permaculture for Project 4, Task 4-Community Outreach and Project 5, Task 2-IRWM Engagement Efforts. Terri Cox seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Malcolm Ricci, and Deborah Williams; nays were none, and there was one vacancy. Motion carried.
 2. Deborah Williams made a motion to approve the Professional Services Agreement between CCSD and Rural Community Assistance Corporation for Project 9, Task 1.1-Water Conservation Plan. Terri Cox seconded the motion. Discussion was held. Deborah Williams amended the motion to include compensation according to Department of Water Resources guidelines (RCAC will be paid within 30 days of CCSD being paid by DWR Proposition 1 Funding). Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Malcolm Ricci, and Deborah Williams; nays were none, and there was one vacancy. Motion carried.
 3. Paul Chounet made a motion to approve the Professional Services Agreement between CCSD and Dudek for Project 9, Task 1.2-Cuyama Hydrogeologic Study-Part 2. Deborah Williams seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Malcolm Ricci, and Deborah Williams; nays were none, and there was one vacancy. Motion carried.
- B. Board Vacancy, one (1) two-year position: The Board reviewed the letter of interest from Fernando De Los Santos to fill the vacant seat on the Board of Directors. Discussion was held regarding his voter registration. Terri Cox made a motion to appoint Fernando De Los Santos to fill the vacancy on the CCSD Board of Directors, term expiring December 4, 2020, with the condition that he is eligible as a registered voter in the Services District. Deborah Williams seconded the motion. Discussion was held. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Malcolm Ricci, and Deborah Williams; nays were none, and there was one vacancy. Motion carried.
- C. Surcharge Reserve Fund: Discussion was held regarding the suspension of the surcharge due to the effects of the COVID-19 emergency. The Board reviewed the Surcharge Reserve Fund and determined that the District has met the target goal for reserve funds. Further discussion followed about a timeline for suspension of the surcharge and its reinstatement. Deborah Williams made a motion to suspend the surcharge of \$22.00 per user for the months of May, June, July, and August of 2020 for financial relief to customers due to the effects of the COVID-19 emergency and to reinstate the surcharge on September 1, 2020. Terri Cox seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Malcolm Ricci, and Deborah Williams; nays were none, and there was one vacancy. Motion carried. The notice to customers will be included with 05/31/2020 billing.

At this time, Vivian Vickery revisited Agenda Item 11A, DAC Funding. She presented the Logo Contest Guidelines (Draft 1), as prepared by Mark Honberger of Remarkable Recreations Solutions. Review was held, and discussion followed. The Board accepted the draft guidelines for the Logo Contest and agreed with the date of August 3rd for the contest deadline. The Board decided prizes to be awarded for 1st, 2nd and 3rd place: 1st place - \$100 gift card, 2nd place - \$50 gift card, and 3rd place - \$25 gift card.

- D. Future Agenda Items: Discussion was held regarding the resignation of John Coats from the CCSD Board of Directors and Alternate to the GSA Board of Directors. The Board requested an update to record the appointment of Louise Draucker as Alternate to the GSA Board of Directors.

Malcolm Ricci requested a summary of approval of action items for the record. The Action Summary should include the date of the meeting, details of the motion, and approval of the action item. Discussion followed.

12. **CLOSED SESSION:**
The Board went into Closed Session at 8:33 p.m.
The Board came out of Closed Session and reconvened the meeting in open session at 8:45 p.m.
- A. **Public Employee Performance Evaluation (54957): General Manager.**
Discussion was held. No action was taken.
13. **ADJOURNMENT:**
Terri Cox made a motion to adjourn the meeting at 8:46 p.m. Deborah Williams seconded the motion. Paul Chounet conducted a roll call vote. Ayes, in favor of, were Paul Chounet, Terri Cox, Malcolm Ricci, and Deborah Williams; nays were none, and there was one vacancy. Motion carried.


Vivian Vickery, Recording Secretary