

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

**1. CALL TO ORDER:**

Chairman Paul Chounet called the meeting to order at 7:01 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. APPROVAL OF THE MINUTES:**

Deborah Williams made a motion to approve the Special Board Meeting Minutes of March 20<sup>th</sup>, 2020. 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.

**6. APPROVAL OF CHECKS BY NUMBERS:**

Terri Cox made a motion to approve checks 11196 through 11222, ACH Debit, and EFT from the General Account, noting that checks 11196, 11198, and 11199 had been previously issued, check 11197 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, Malcolm Ricci, and Deborah Williams; nays were none, and there was one vacancy. Motion carried.

**7. CORRESPONDENCE:**

- A. Vivian Vickery presented to the Board a letter from SDRMA regarding 2020-21 Workers' Compensation Program estimated contribution. Discussion was held.
- B. Vivian Vickery presented to the Board a packet from LAFCO containing ballots for one Regular and one Alternate Special District Member to Santa Barbara LAFCO.
- C. Vivian Vickery presented to the Board an AWWA Member Alert that Governor Gavin Newsom signed an executive order on April 2, 2020 that will restrict water shutoffs to homes and small businesses during the COVID-19 pandemic. In addition, the executive order will restore water to occupied residences that may have had water shut off as of March 4, 2020. Discussion was held.

**8. REPORTS:**

- A. Treasurer's Report:** Vivian Vickery reported the Account Schedules as of 03/20/2020, as presented in Attachment A.
1. The Board reviewed the account schedules, and discussion followed. Deborah Williams reported that she contacted customer service about Chase Online for Business QuickDeposit to determine if CCSD's accounts qualify for the program. She was unable to register at that time, so it is in progress. In addition, Chase Bank made some changes to bank accounts and fee structures on April 1<sup>st</sup> without prior notification to customers. She recommended review of rate structures for all CCSD's accounts; however, customer service did convert the Surcharge Reserve Fund Account to a premium banking account with a higher interest rate. Further discussion followed regarding commercial banking and local banking.
  2. Vivian Vickery presented the budget report for February 2020 and noted the accurate projections. Discussion was held.
  3. Deborah Williams made a motion to transfer \$8,133.80 from the General Account to the Surcharge Reserve Fund Account. 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.
- Paul Chounet 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 for the development of the entry form for the Logo Contest. Guidelines were set:
1. Contestants must belong a household of a CCSD customer.
  2. Contestants can be any age.
  3. Logo concepts should pertain to the Cuyama area, water, and the CCSD.
- The Board will choose the winner, and gift cards for \$100, \$50, and \$25 will awarded for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place, respectively.
- Discussion was held about testing arsenic samples early in the month and a request for rush on all results. Further discussion followed regarding the power failure to the water well. 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, Malcolm Ricci, and Deborah Williams; nays were none, and there was one vacancy. Motion carried.

**9. DISCUSSION ITEMS:**

- A. Grant of Easement and Quitclaim by and between Owner and District for Well Site No. 3 and Well Site No. 4:**
1. Malcolm Ricci gave a status report on the Grant of Easement and Quitclaim. He and Paul Chounet participated in several conference calls with Gary Kvistad, Don Woodward, and the Woodward's attorney in constant negotiations to resolve easement issues for Well Site No. 4. After the third revision of the Letter Agreement with Woodward's, the owners and their attorney want changes to the original easement documents. The District contacted engineers to evaluate easement agreements for Rehoboth #2 Water Well to determine an alternate location for Well Site No. 4 within the existing Well #2 easement. Much discussion was held. Vivian Vickery reported that she contacted engineers for the evaluation, which is pending. Professional services by NV5 would be covered by the SWRCB Construction Grant, and professional services by Dudek would be covered by the IRWM-DACI Grant. After further discussion, the Board agreed that the solution to resolve the conflict would be to relocate Well Site No. 4 and then move forward with the project.

10. **DISCUSSION/ACTION ACTIONS:**
- A. **Rehoboth #3 Water Well:**
1. Vivian Vickery presented a Professional Services Agreement between CCSD and Reid Johnson to authorize one payment in the total amount of \$2,812.50 in the exceptional case for the Agreement. Deborah Williams made a motion to approve the Professional Services Agreement entered into and on April 15, 2020, by and between CCSD and Reid Johnson, as written. 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. **DAC Funding:**
- Paul Chounet gave a report of conference calls for remaining DACI Projects, especially Project 5 Task 2. He stressed the need for CCSD to move forward in order to remain eligible for grant funds. Discussion was held. Vivian Vickery presented the Professional Services Agreement between CCSD and Quail Springs Permaculture. The Board reviewed the PSA and requested specific reference to IRWM Engagement Efforts and clarification of civic engagement. Further discussion followed about Project 4 Task 4-Community Outreach projects.
1. Paul Chounet made a motion to approve the Professional Services Agreement between CCSD and Quail Springs Permaculture with added language that Scope of Work directly addresses Project 5, Task 2-IRWM Engagement Efforts according to the IRWM-DACI Grant Agreement. 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.
- C. **Future Agenda Items:** The Board requested a Closed Session for employee evaluation of General Manager, following review of General Manager performance objectives due May 1<sup>st</sup>.
11. **CLOSED SESSION:**
- A. None.
12. **ADJOURNMENT:**
- Malcolm Ricci made a motion to adjourn the meeting at 8:19 p.m. 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.

  
Vivian Vickery, Recording Secretary