

**CUYAMA COMMUNITY SERVICES DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
SPECIAL MEETING
FRIDAY, MARCH 20TH, 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
One (1) Vacancy

Deborah Williams arrived at the meeting at 6:29 p.m.

Board Members absent:
None.

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:**
Terri Cox made a motion to approve checks 11170 through 11195, ACH Debit, and EFT from the General Account, noting that check 11170 had been previously issued, check 11171 had been previously issued by Direct Deposit, and ACH Debit and EFT had been previously processed. Malcolm Ricci seconded the motion. Ayes, in favor of, were three; nays were none, one was absent, and there was one vacancy. Motion carried.

7. **CORRESPONDENCE:**
 - A. Vivian Vickery presented to the Board a letter from LAFCO regarding a Revised Call for Nominations for one Regular and one Alternate Special District Member to Santa Barbara LAFCO.
 - B. Vivian Vickery presented to the Board a copy of the Cuyama Valley Resource & Business Directory.
 - C. Vivian Vickery presented to the Board a letter from SDRMA regarding 2020-21 Property/Liability Program estimated contribution.
 - D. Vivian Vickery presented to the Board an e-mail message from SWRCB with guidance to PWS and Fact Sheet regarding COVID-19 considerations.

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.
 2. No budget reports were presented at this time.

3. Paul Chounet made a motion to transfer \$12,108.00 from CCSD's General Account to the Arsenic Removal Project Debt Service Account for the loan payment of \$12,108.00 due April 7, 2020. Terri Cox seconded the motion. Ayes, in favor of, were three; nays were none, one was absent, and there was one vacancy. Motion carried.

4. Malcolm Ricci made a motion to transfer \$1,211.00 from CCSD's General Account to the Arsenic Removal Project Reserve Fund Account for the annual reserve payment. Paul Chounet seconded the motion. Ayes, in favor of, were three; nays were none, one was absent, and there was one vacancy. Motion carried.

Malcolm Ricci made a motion to accept the Treasurer's Report. Terri Cox seconded the motion. Ayes, in favor of, were three; nays were none, one was absent, 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 training the Clerical Assistant in processing billing and preparing bank deposits. More discussion followed regarding arsenic levels and the chemical treatment process. Paul Chounet made a motion to accept the General Manager's Report. Terri Cox seconded the motion. Ayes, in favor of, were three; nays were none, one was absent, and there was one vacancy. Motion carried.

9. DISCUSSION ITEMS:

- A. DAC Funding: Vivian Vickery reported that CCSD received an IRWM reimbursement payment for Project 9 Task 9.1, DACI Invoice 6, in the amount of \$73,063.28. Preparation of the next quarterly newsletter is in progress and will include COVID-19 information, as provided by SWRCB. Paul Chounet reported that he and Ms. Vickery participated in conference calls regarding Community Outreach and IRWM Engagement Efforts. He is currently working with CVRD and Quail Springs Permaculture to submit proposals for Tasks. Discussion was held regarding events and methods for compliance of coronavirus restrictions. Dr. Chounet further reported that CCSD may be eligible for a six-month extension to complete Project Tasks and funds are still available in the budget for projects.

Deborah Williams arrived at the meeting at 6:29 p.m.

10. DISCUSSION/ACTION ACTIONS:

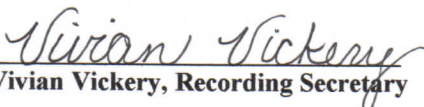
A. Rehoboth #3 Water Well:

1. The Board reviewed the legal response from Gary Kvistad regarding Reid Johnson's letter of request for payment of professional services. Discussion was held. Further discussion followed regarding Mr. Johnson's assistance with the Reconstruction of Domestic Well No. 2 Project dispute – Bertram Drilling Inc. vs. CCSD. The Board instructed Ms. Vickery to prepare a Professional Services Agreement between CCSD and Reid Johnson for the payment of \$2,812.50, making note of the exceptional case for the PSA, for Board review and approval at the next regular board meeting.

B. Grant of Easement and Quitclaim by and between Donald G. Woodward and Laurie Woodward ("Owner") and Cuyama Community Services District:

1. The Board reviewed the email message of March 20, 2020 from Gary Kvistad, in which he recommended that the Board should approve the Grant of Easement and authorize its execution at the board meeting. In addition, he recommended that the Board should authorize entering into a letter agreement with Woodwards to clean up/consolidate the various easements on their property. Discussion was held. Malcolm Ricci made a motion to approve the Grant of Easement and Quitclaim by and between Donald G. Woodward and Laurie Woodward ("Owner") and Cuyama Community Services District and to authorize Paul Chounet and Vivian Vickery to execute the Agreement. Terri Cox seconded the motion. Ayes, in favor of, were four; nays were none, and there was one vacancy. Motion carried. Then there was discussion regarding a Letter Agreement, per Mr. Kvistad's recommendation. Malcolm Ricci amended his motion to include a Letter Agreement with Woodwards. Terri Cox seconded the motion. Ayes, in favor of, were four; nays were none, and there was one vacancy. Motion carried.

- C. **Water Line Connection:** Vivian Vickery presented to the Board a draft letter of response to the letter of January 8, 2020 from Angel Brune, California Builder Services, regarding Ranchoil Subdivision. Deborah Williams made a motion to accept the draft and execute and send the final letter to Angel Brune. Terri Cox seconded the motion. Ayes, in favor of, were four; nays were none, and there was one vacancy. Motion carried.
- D. **PG&E LED Lighting Project:** Vivian Vickery presented to the Board the Energy Audit, Statement of Work, and Local Agency and District Customers On-Bill Financing Loan Agreement for the PG&E LED Lighting Project. Review was held, and discussion followed. Deborah Williams made a motion to accept the Local Agency and District Customers On-Bill Financing Loan Agreement for the PG&E LED Lighting Project. Terri Cox seconded the motion. Ayes, in favor of, were four; nays were none, and there was one vacancy. Motion carried.
- E. **Future Agenda Items:** At this time, Paul Chounet gave Deborah Williams an update on the discussion of the General Manager's Report.
- F. **Future Board Meeting Schedule:** Vivian Vickery presented a draft of the District Calendar for 2020. Review was held, and discussion followed regarding the schedule for regular board meetings. Malcolm Ricci made a motion to set a policy to hold the regular board meeting on the third Wednesday of the month if the second Wednesday of the month falls before the 10th day of that month. Paul Chounet seconded the motion. Ayes, in favor of, were four; nays were none, and there was one vacancy. Motion carried.
11. **CLOSED SESSION:**
- A. None.
12. **ADJOURNMENT:**
Terri Cox made a motion to adjourn the meeting at 6:55 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