

**MINUTES OF REGULAR MEETING
OF
CACHUMA OPERATION AND MAINTENANCE BOARD**

by Teleconference Call ONLY

**Monday, March 22, 2021
1:00 PM**

1. CALL TO ORDER, ROLL CALL

The meeting was called to order by President Holcombe at 1:00 PM.

All attendees participated telephonically pursuant to California Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20.

Directors Present:

Polly Holcombe, Carpinteria Valley Water District

Kristen Sneddon, City of Santa Barbara

Lauren Hanson, Goleta Water District

Tobe Plough, Montecito Water District Alternate

General Counsel Present:

William Carter, Musick, Peeler, Garrett, LLP

Staff Present:

Janet Gingras, General Manager

Edward Lyons, Administrative Manager/CFO

Joel Degner, Engineer/Operations Division Manager

Timothy Robinson, Fisheries Division Manager

Dorothy Turner, Administrative Assistant II

Others Present:

Kathleen Werner, Goleta Water District

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

- a. Minutes of February 22, 2021 Regular Board Meeting
- b. Investment of Funds
 - Financial Reports
 - Investment Reports
- c. Review of Paid Claims

Ms. Gingras introduced the Consent Agenda items and invited Mr. Lyons to provide comments regarding the financial reports. Mr. Lyons reviewed revenues received and several expenditures of note,

including the United States Geological Service quarterly remittance and payment to Peter Lapidus Construction for the replacement of the culvert on the Sheffield access road. Mr. Lyons field questions from the Board and noted a textual edit proposed for the Investment Report.

Director Hanson motioned to approve the Consent Agenda, as revised, followed by a second from Director Sneddon. The motion carried unanimously with a vote of six in favor.

Ayes: Sneddon, Plough, Hanson, Holcombe

Nays:

Absent:

Abstain:

4. VERBAL REPORTS FROM BOARD COMMITTEES

- *Administrative Committee Meeting – March 17, 2021* – President Holcombe recapped the items addressed in committee. She noted that the action items were contained in this agenda for Board discussion.

5. PERSONNEL POLICY AND EMPLOYEE HANDBOOK UPDATE

Ms. Gingras presented the Personnel Policy and Employee Handbook updates to the Board and reviewed the history of the current handbook. Mr. Lyons then detailed the new leave policy required under the updated California Family Rights Act. Additionally he noted updates to COMB's policy regarding crime victims' leave to include added protection mandated by AB 2992. Finally, Mr. Lyons summarized updates to the handbook recommended by ACWA JPIA, resulting from its review of the document. He fielded questions from the Board.

6. SELECTION OF AUDITOR FOR INDEPENDENT FINANCIAL AUDITING SERVICES – FISCAL YEARS 2021 - 2023

Ms. Gingras advised the Board that as a result of the expiration of COMB's current agreement for audit services, staff had sent out Requests for Proposals to four firms and had received three proposals. She deferred to Mr. Lyons to discuss the evaluation process and the staff recommendation. Mr. Lyons explained the scoring process and criteria to which each proposal was subjected. Based upon these results, staff recommended that Bartlett, Pringle & Wolf (BPW) continue as COMB's independent auditor for the years ended June 30, 2021-2023. Additionally, Mr. Lyons reviewed the cost quoted for each year and noted that staff has been pleased with BPW's work.

Motion was made by Director Plough to approve the recommended selection of the independent auditor. Director Sneddon seconded and the motion carried by a unanimous vote of six in favor.

Ayes: Sneddon, Plough, Hanson, Holcombe

Nays:

Absent:

Abstain:

7. PROPOSED LETTER OF SUPPORT – HABITAT RESTORATION AND ENHANCEMENT ACT (HREA) STREAMLINE PERMITTING PROGRAM RENEWAL

Ms. Gingras presented the letter of support for SB 716 to renew the HREA program. She reviewed how AB 2193 had simplified the permitting process. Mr. Robinson echoed her comments and described the importance of the HREA program during the fish passage projects over the years.

Ms. Gingras noted that SB 716 would be reviewed by counsel before executing the letter. She fielded questions and comments from the Board.

Director Hanson put forth a motion to approve the letter of support. Director Plough seconded the motion which carried unanimously with a vote of six in favor.

Ayes: Sneddon, Plough, Hanson, Holcombe

Nays:

Absent:

Abstain:

8. GENERAL MANAGER REPORT

- Administration
- Meetings
- U. S. Bureau of Reclamation

Ms. Gingras reported, with congratulations to staff, that COMB's 2020-21 operating budget had received the Distinguished Budget Presentation Award from the GFOA. She provided information on the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) update for 2022, noting that Mr. Lyons and Mr. Papen are representing COMB on the Mitigation Advisory Committee. Additionally, Ms. Gingras advised that COMB staff was now eligible for the COVID-19 vaccine and is being registered for vaccine appointments as they are available. Finally Ms. Gingras reported staff participation in Reclamation's 2021 Water Management Workshop and advised that staff is preparing for Reclamation's Comprehensive Facility Review of the dam facilities.

9. ENGINEER'S REPORT

- Climate Conditions
- Cachuma Drought Contingency Plan
- Structure Rehabilitation on the South Coast Conduit
- Infrastructure Improvement Projects

Mr. Degner presented his report beginning with updated information regarding the status and expected deployment of the EPPF, based upon current climate conditions and forecasts. He outlined the steps for deployment and noted that the Secured Pipeline project is a parallel project currently undergoing environmental review. Additionally, Mr. Degner updated timelines and reported the status or completion of several South Coast Conduit structure rehabilitation projects, including the Goleta West turnout and the line valve installation. He reviewed the ongoing IIP projects and noted that the SCADA PLC upgrade at Goleta had been completed. He fielded questions from the Board.

10. OPERATIONS DIVISION REPORT

- Lake Cachuma Operations
- Operation and Maintenance Activities

Mr. Degner presented the Operations Division report, noting that preparation was under way for Reclamation's upcoming facilities Inspection. Valve exercising and testing was in process. He detailed collaboration with CalTrans' upcoming repaving of a portion of Highway 192 that will entail the lowering and then raising of two air vents following project completion. Lastly, he reported the

completion of respirator fit tests for confined space work. Mr. Degner fielded questions from the Board, in particular how COMB might reduce its carbon footprint.

11. FISHERIES DIVISION REPORT

- LSYR Steelhead Monitoring Elements
- Tributary Project Updates
- Surcharge Water Accounting
- Reporting/Outreach/Training

Mr. Robinson reported that Hilton Creek and Highway 154 bridge target flows had been met. Reclamation has successfully reinstalled the floating pipeline, however two inoperable valves will be replaced which will require stoppage of flow to the outlet works. Staff will be mobilized to monitor the process and rescue fish, if necessary. Mr. Robinson added that Reclamation reports it has repaired the Hilton Creek pumping barge which is fully operational. He provided monitoring updates regarding redds, emergence of young of the year and trapping efforts. Finally, he advised that target flows to Hilton will be reduced as the lake elevation drops. Mr. Robinson fielded questions and comments from the Board.

12. PROGRESS REPORT ON LAKE CACHUMA OAK TREE PROGRAM

- Maintenance and Monitoring

Mr. Robinson reported that irrigation of the trees had already been required due to an unusually dry February. The trees in Lake Cachuma Park are healthy and greatly enhance the park, including the Frisbee Golf Course.

13. MONTHLY CACHUMA PROJECT REPORTS

- a. Cachuma Water Reports
- b. Cachuma Reservoir Current Conditions
- c. Lake Cachuma Quagga Survey

Other than elevated demands for the month of February, Ms. Gingras reported nothing of note with respect to the water reports.

14. DIRECTORS' REQUESTS FOR AGENDA ITEMS FOR FUTURE MEETING

President Holcombe asked that the Board be updated on the status of COMB's D3 permit process.

15. [CLOSED SESSION]: CONFERENCE WITH LEGAL COUNSEL: POTENTIAL LITIGATION

- a. [Government Code Section 54956.9(d)(1)]
Name of matter: *Kimball-Griffith L.P. v. Brenda Wren Burman, et al.*, Case No. 2:20-cv-10647
– Request for Declaratory and Injunctive Relief

The Board entered into Closed Session at 2:26 PM.

17. RECONVENE INTO OPEN SESSION

[Government Code Section 54957.7]
Disclosure of actions taken in closed session, as applicable
[Government Code Section 54957.1]

15a. *Kimball-Griffith L.P. v. Brenda Wren Burman, et al.*, Case No. 2:20-cv-10647 – Request for Declaratory and Injunctive Relief

The Board reconvened into Open Session at 2:43 PM. There was no reportable action.

18. MEETING SCHEDULE

- **April 26, 2021 at 1:00 PM**
- **Board Packages available on COMB website www.cachuma-board.org**

19. COMB ADJOURNMENT

There being no further business, the meeting was adjourned at 2:44 PM.

Respectfully submitted,

Janet Gingras

Janet Gingras (Apr 29, 2021 09:52 PDT)

Janet Gingras, Secretary of the Board

√	<i>Approved</i>
	<i>Unapproved</i>

APPROVED:

Polly Holcombe

Polly Holcombe (Apr 29, 2021 09:58 PDT)

Polly Holcombe, President of the Board