

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

*held at*

**3301 Laurel Canyon Road  
Santa Barbara, CA 93105**

**Monday, February 24, 2025  
1:00 PM**

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**MINUTES**

**1. CALL TO ORDER, ROLL CALL**

The regular meeting of the Board of Directors was called to order by President Holcombe at 1:02 PM.

**Directors Present:**

Polly Holcombe, Carpinteria Valley Water District  
Kristen Sneddon, City of Santa Barbara  
Lauren Hanson, Goleta Water District  
Cori Hayman, Montecito Water District

**General Counsel Present:**

William Carter - Musick, Peeler, Garrett, LLP

**Staff Present:**

Janet Gingras, General Manager	Shane King, Ops Supervisor/Chief Distribution Operator
Edward Lyons, Administrative Manager / CFO	Elijah Papen, Water Resources Analyst
Tim Robinson, Fisheries Division Manager	Rosey Bishop, Administrative Assistant II
Joel Degner, Engineer / Operations Manager	Dorothy Turner, Administrative Assistant II

**Others Present:**

Dakota Corey, City of Santa Barbara	Andrew Paulden, Brown & Armstrong, CPAs
Dana Hoffenberg, City of Santa Barbara	Matthew Scudato, County of SB Water Agency
David Linville, Goleta Water District	Matt Young, County of SB Water Agency

**2. PUBLIC COMMENT**

There was no public comment.

**3. CONSENT AGENDA**

- a. Minutes of January 27, 2025 Regular Board Meeting
- b. Investment of Funds
  - Financial Reports
  - Investment Reports
- c. Review of Paid Claims

Ms. Gingras presented the Consent Agenda, drawing attention to the Minutes of the last meeting. Mr. Lyons reviewed the Financial and Paid Claims reports. He noted receipt of third quarter budget assessments and FEMA/CalOES reimbursement. Mr. Lyons provided further detail regarding various paid claims, including remittances to Capstone Fire and Safety, American Riviera Bank Card Services, Cushman Contracting, Fence Factory and Flowers & Associates.

Director Sneddon motioned to approve the Consent Agenda. Director Hanson seconded and the motion carried with a vote of six in favor.

**Ayes:** Sneddon, Hayman, Hanson, Holcombe

**Nays:**

**Absent:**

**Abstain:**

**4. VERBAL REPORTS FROM BOARD COMMITTEES**

- Fisheries Committee Meeting – February 12, 2025
- Administrative Committee Meeting – February 18, 2025
- Operations Committee Meeting – February 19, 2025

Director Hanson summarized the Fisheries Committee meeting and advised that the two action items will be addressed under items 8 & 9 in this agenda.

Director Holcombe recapped the Administrative Committee meeting and noted that action items will be addressed as items 5 & 6 of this agenda.

Director Sneddon reported that the Operations Committee received updates on the Infrastructure Improvement Plan, the Risk and Resiliency Assessment and FY 2024-25 projects. She noted that the action item was forwarded to the board and is addressed as item 7 today.

**5. INDEPENDENT FINANCIAL AUDITING SERVICES - PROFESSIONAL SERVICES AGREEMENT**

Mr. Lyons presented an overview of the process undertaken to solicit Requests for Proposal for independent auditing services. He reviewed the quote evaluation process which resulted in a recommendation to continue with Bartlett, Pringle, Wolf, LLP (BPW) for auditor services. He noted that the CPA Partner and Audit Manager have been rotated in compliance with Government Code section 12410.3.(b).

Director Hayman motioned to authorize the General Manager to execute a three-year contract with BPW. Director Sneddon seconded the motion which carried with a vote of six in favor.

**Ayes:** Sneddon, Hayman, Hanson, Holcombe

**Nays:**

**Absent:**

**Abstain:**

**6. DIRECTOR COMPENSATION - REQUIRED PUBLIC NOTIFICATIONS**

As a first step toward potential adoption of an ordinance to increase Director compensation, Ms. Gingras introduced the topic of the required public notifications. She noted that a vote to adopt such an ordinance would take place at the March Board meeting. At this time, she asked the Board only to consider whether to initiate the Ordinance process by publishing the required public notices.

Director Sneddon motioned to direct staff to publish the required notices followed by a second from Director Hayman. The motion passed with a vote of six in favor.

**Ayes:** Sneddon, Hayman, Hanson, Holcombe  
**Nays:**  
**Absent:**  
**Abstain:**

**7. SHEFFIELD TUNNEL PIPELINE ASSESSMENT AND ENGINEERING SUPPORT**

Mr. Degner reviewed the plans for Flowers & Associates to assess the interior and exterior conditions of the Sheffield pipeline and provide engineering support for any potential repairs and shutdowns. The work was divided into two phases. He noted that Phase I inspection was initiated but completion was delayed pending a reliable communication system. Mr. Degner asked the Board to consider moving forward with approval of Phase II repairs and emergency bypass pipeline conceptual designs.

Director Hanson provided a motion to authorize the General Manager to execute a contract with Flowers & Associates for Phase II of the project. Director Sneddon seconded the motion which carried with a vote of six in favor.

**Ayes:** Sneddon, Hayman, Hanson, Holcombe  
**Nays:**  
**Absent:**  
**Abstain:**

**8. UPDATE ON PROPOSED FISH PASSAGE AND HABITAT IMPROVEMENT PROJECT**

Mr. Robinson presented the update to proposed improvements to the Hilton Creek fishery. He reminded the Board of their past approval of funds for 60% designs for repairs and advised that new information had come to light modifying the original cost projection for that work. The Board discussed the request for additional funding and requested regular updates on the progress of the project.

Director Hanson motioned to approve the listed items in the staff memo, followed by a second from Director Hayman. The motion passed with a vote of six in favor.

**Ayes:** Sneddon, Hayman, Hanson, Holcombe  
**Nays:**  
**Absent:**  
**Abstain:**

**9. PRESENTATION ON THE WATER YEAR 2024 ANNUAL MONITORING SUMMARY**

Mr. Robinson shared a presentation of the data contained in the Annual Monitoring Summary (AMS) and provided an in-depth report of the Fisheries division work detailed in the AMS. Mr. Robinson noted that Reclamation's review of the draft AMS was not yet complete. He fielded questions and comments from the Board.

**10. GENERAL MANAGER REPORT**

- Administration
- U.S. Bureau of Reclamation

Ms. Gingras briefly summarized the General Manager report, highlighting the forthcoming second period water rates invoices and related charges.. As well she reported that COMB will be providing the member agencies with preliminary budget projections. At Reclamation's request, staff continues to meet and collaborate with Reclamation during their coordination calls.

**11. ENGINEER'S REPORT**

- Climate Conditions
- Lake Elevation Projection
- Winter Storm Damage
- Risk and Resilience Assessment
- Infrastructure Improvement Projects

Mr. Degner provided an update on lake conditions and elevations. All of the 2023 storm damages have been funded by FEMA/CalOES. Administrative costs reimbursements are pending. Mr. Degner noted that three 2024 storm projects are completed but others are undergoing NEPA and cultural reviews. He provided an update of staff progress on the Risk & Resiliency Assessment.

**12. OPERATIONS DIVISION REPORT**

- Operation and Maintenance Activities

Mr. King presented the Operations report with an update on annual structure maintenance, as well as meter calibrations. With evaluation from a newly hired vendor, repairs at the North Portal hoist are under way. Staff performed storm checks and provided assistance to Reclamation at Lake Cachuma.. Mr. King reported that Reclamation is working to resolve the communication difficulties at Sheffield Tunnel. He fielded comments from the Board.

**13. FISHERIES DIVISION REPORT**

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

Mr. Robinson reported that target flows remain higher than the minimum required at the measuring sites. Various terms of the Water Orders are under review by Reclamation.

**14. PROGRESS REPORT ON LAKE CACHUMA OAK TREE PROGRAM**

- Maintenance and Monitoring

Mr. Robinson advised that tree inventory is about 33% complete.

**15. MONTHLY CACHUMA PROJECT REPORTS**

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

Ms. Gingras noted that the Cachuma Project reports were very routine.

**16. DIRECTORS' REQUESTS FOR AGENDA ITEMS FOR FUTURE MEETING**

There were no requests from directors.

**17. MEETING SCHEDULE**

- **Regular Board Meeting – March 24, 2025 at 1:00 PM**
- **Board Packages available on COMB website [www.cachuma-board.org](http://www.cachuma-board.org)**

Directors discussed potential scheduling conflicts related to the March Board Meeting.

**18. COMB ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:17 PM.

Respectfully submitted,

  
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Janet Gingras, Secretary of the Board

√	<i>Approved</i>
	<i>Unapproved</i>

**APPROVED:**

  
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Polly Holcombe, President of the Board