

MINUTES OF A REGULAR MEETING
of the
CACHUMA OPERATION AND MAINTENANCE BOARD
held at
3301 Laurel Canyon Road, Santa Barbara, CA
Monday, July 23, 2018

1. Call to Order, Roll Call

The meeting was called to order at 2:00 PM by President Morgan who chaired the meeting. Those in attendance were:

Directors Present:

W. Douglas Morgan, Montecito Water District
Kristen Sneddon, City of Santa Barbara
Lauren Hanson, Goleta Water District

Staff Present:

Janet Gingras, General Manager	Tim Robinson, Fisheries Division Manager
Edward Lyons, Administrative Manager/CFO	Adriane Passani, Administrative Assistant III
David Flora, Water Service Worker III	Dorothy Turner, Administrative Assistant
William Carter, General Counsel	

Others Present:

Fray Crease, SB County Water Agency	Philip Walker, Santa Barbara resident
Robert McDonald, Carpinteria Water District	Mark Preston, Santa Ynez WE Watch

2. Public Comment

Mr. Walker shared with the Board information on changing capacity levels of various neighboring reservoirs, receipt of water allotments and the resulting impacts.

3. Consent Agenda

- a. Minutes of June 11, 2018 Special Board Meeting
- b. Minutes of June 25, 2018 Regular Board Meeting
- c. Investment of Funds
 - Financial Reports
 - Investment Reports
- d. Review of Paid Claims

Ms. Gingras presented the Consent Agenda as provided in the board packet. Director Sneddon made a motion to approve the Consent Agenda as presented; seconded by Director Hanson, the motion passed by 5/0/2/0 vote:

Ayes: Sneddon, Hanson, Morgan

Nayes:

Absent: Holcombe, Walsh

Abstain:

4. Verbal Reports From Board Committees

- *Administrative Committee Meeting – July 18, 2018:* Director Morgan presented the items and noted that the items will be discussed separately within staff reports.

5. Board Committee Appointments for Fiscal Year 2018-2019

Ms. Gingras presented the staff memorandum as provided in the board packet. President Morgan stated that the standing committees will remain the same for fiscal year 2018-2019 as they were for fiscal year 2017-2018. Director Hanson commented that it is the belief of the Goleta Water District that Goleta should be represented on either the Operations Committee or the Administrative Committee. President Morgan noted the comment and confirmed the following appointments of chair, member and alternate to each standing committee of the Board:

COMMITTEE NAME	COMMITTEE CHAIR	COMMITTEE MEMBER	ALTERNATE MEMBER
ADMINISTRATIVE (FINANCE, PERSONNEL, LEGAL)	Director Morgan	Director Sneddon	Director Holcombe
OPERATIONS	Director Sneddon	Director Morgan	Director Holcombe
FISHERIES	Director Holcombe	Director Hanson	Director Morgan
LAKE CACHUMA OAK TREE	Director Sneddon	Director Morgan	Director Holcombe
PUBLIC OUTREACH	Director Hanson	Director Holcombe	Director Morgan

6. Proposed Annual Resolutions

- Resolution No. 664 Adopting Annual Statement of Investment Policy
- Resolution No. 665 Authorizing Investment of Monies in the Local Agency Investment Fund
- Resolution No. 666 Establishing a Supplemental Account Agreement for Telephone Transfers
- Resolution No. 667 Establishing a Check Signing Policy for General Fund Account Payment of Claims
- Resolution No. 668 Authorizing Signatories for General Fund Account at American Riviera Bank
- Resolution No. 669 Authorizing Signatories for Revolving Fund Account at American Riviera Bank
- Resolution No. 670 Establishing a Check Signing Policy for Cachuma Project Trust Fund and Master Contract Renewal Fund Accounts for Payment of Claims
- Resolution No. 671 Authorizing Signatories for Trust Fund and Renewal Fund Accounts at American Riviera Bank
- Resolution No. 672 Establishing a Time and Place for Board Meetings

Ms. Gingras presented Resolutions No. 664 through No. 672, as presented in the Board packet. Director Hanson made a motion to adopt Resolutions No. 664 through No. 672 by roll call, seconded by Director; the motion passed by 5/0/2/0 vote:

Ayes: Sneddon, Hanson, Morgan

Nayes:

Absent: Holcombe, Walsh

Abstain:

7. Selection of Auditor for Independent Financial Auditing Services - Fiscal Years 2018-2020

As presented in the Board packet, Mr. Lyons summarized the Request for Proposal (RFP) process that was undertaken to secure cost proposals for a three year annual Comprehensive Annual Financial Report (CAFR) audit. Two proposals were received. Mr. Lyons indicated that Bartlett, Pringle & Wolf LLP submitted the lowest cost proposal which was significantly lower than the second proposal received. Accordingly, Director Sneddon made a motion that Bartlett, Pringle & Wolf LLP be selected to provide independent auditing services for fiscal years 2018-2020; motion seconded by Director Hanson; motion passed by 5/0/2/0 vote.

Ayes: Sneddon, Hanson, Morgan

Nayes:

Absent: Holcombe, Walsh

Abstain:

8. **General Manager Report**

- Meetings
- Administration
- Operations / Engineer Activities
- Fisheries Division Activities

Ms. Gingras highlighted topics within her report, including that staff met with Turenchalk Networking Services, COMB's information technology consultants; staff attended a PG&E Community Wildfire Safety Program, hosted by Santa Barbara County Office of Emergency Services. Presented within the report were contracts executed by the General Manager pursuant to COMB's procurement policy; the Arroyo Paredon bridge project; and Bradbury Dam outlet works valve testing. Ms. Gingras fielded questions from the board, in particular questions regarding the valve testing, downstream water release and impacts on Hilton Creek.

9. **Water Resources Engineer Report**

- Climate Conditions
- Lake Cachuma Evaporation Update
- Grant Funding Activities
- Infrastructure Improvement Planning

In Mr. Degner's absence, Ms. Gingras presented the monthly Water Resources Engineer Report as provided in the board packet highlighting climate conditions; the Lake Cachuma evaporation update; grant funding activities; and the status of infrastructure improvement projects. Ms. Gingras fielded questions from the Board, in particular, concerns about the Central Coast Water Authority (CCWA) plans for shutdown, followed by a Board suggestion that CCWA be asked to shorten or defer any planned shutdown for this year.

10. **Operations Division Report**

- Lake Cachuma Operations
- Operation and Maintenance Activities

Mr. Flora presented the report on behalf of Operations Division Manager, Mr. Stewart, and gave a detailed summary of the Divisions tasks and objectives for the month, highlighting the monitoring of both the conduit passing through the recent Holiday fire burn area; and the work on the bridge at Arroyo Paredon. He noted that flows were higher due to the recent heat waves. Mr. Flora fielded questions from the Board.

11. **Fisheries Division Report**

- LSYR Steelhead Monitoring Elements
- Tributary Project Updates
- Surcharge Water Accounting

- Reporting/Outreach/Training

Mr. Robinson presented topics within his report as provided in the board packet, noting that he and Mr. Degner attended the Environmental Systems Research Institute (ESRI) conference where Mr. Degner presented a session. He also noted that Quiota Creek Crossing No. 5 work had begun as of today's date. Mr. Robinson fielded questions from the Board, including a request that Mr. Degner prepare a summary of his presentation at the ESRI conference to present to the Board at the next meeting.

12. Progress Report on Lake Cachuma Oak Tree Program

- Maintenance and Monitoring

Mr. Robinson presented topics within his report as provided in the board packet highlighting staff's ongoing mitigation efforts for the Oak Tree Program. There were no questions from the Board, other than noting that an Oak Tree Committee meeting should be scheduled for early August.

13. Monthly Cachuma Project Reports

- Cachuma Water Reports
- Cachuma Reservoir Current Conditions
- Lake Cachuma Quagga Survey

Ms. Gingras reviewed the monthly water reports as incorporated in the board packet. There were no questions from the Board.

14. Directors' Request for Agenda Items for Future Meeting

- There were no agenda item requests.

15. [CLOSED SESSION]: Conference with Legal Counsel: Existing and Potential Litigation

The Board went into closed session at 3:30 PM.

- a. [Government Code Section 54956.9(d)(4)]
Name of matter: Protest of Member Agency re: Payment of Quarterly Assessments

16. [CLOSED SESSION]: Conference with Labor Negotiators

- a. [Government Code Section 54957.6(a)]
Agency designated representatives: Board President
Unrepresented Employee: General Manager

17. RECONVENE INTO OPEN SESSION

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

The Board came out of closed session at 5:11 PM.

Item #15a – There was no reportable action.

Item #16a – Board gave direction to the President regarding General Manager, Janet Gingras' compensation.

18. Modification of General Manager's Compensation

The Board voted to approve a three percent increase in compensation for the General Manager, Janet Gingras, retroactive to her anniversary date of April 1st.

Ayes: Sneddon, Hanson, Morgan

Nays:

Absent: Holcombe, Walsh

Abstain:

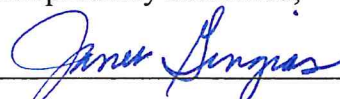
19. Meeting Schedule

- August 27, 2018 at 2:00 PM, COMB Office
- Board Packages available on COMB website www.cachuma-board.org

20. COMB Adjournment

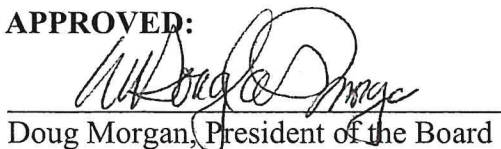
There being no further business, the meeting adjourned at 5:20 PM.

Respectfully submitted,



Janet Gingras, Secretary of the Board

APPROVED:



Doug Morgan, President of the Board

✓	<i>Approved</i>
	<i>Unapproved</i>