

**MINUTES OF REGULAR MEETING  
OF THE  
CACHUMA OPERATION AND MAINTENANCE BOARD  
Monday, August 23, 2021  
1:00 PM**

**MINUTES**

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

The meeting was called to order by President Holcombe at 1:02 PM

All attendees participated electronically pursuant to California Governor Gavin Newsom's Executive Order N-08-21.

**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	Timothy Robinson, Fisheries Division Manager
Edward Lyons, Administrative Manager/CFO	Perri Wolfe, Administrative Analyst
Joel Degner, Engineer/Operations Division Manager	Dorothy Turner, Administrative Assistant II

**Others Present:**

Dakota Corey, City of Santa Barbara	Matt Young, County of Santa Barbara
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**2. PUBLIC COMMENT**

There was no public comment.

**3. CONSENT AGENDA**

- a. Minutes of July 26, 2021 Regular Board Meeting
- b. Investment of Funds
  - Financial Reports
  - Investment Reports
- c. Review of Paid Claims

Ms. Gingras presented the Consent Agenda items and asked Mr. Lyons for his comments regarding the financial reports. Mr. Lyons reviewed revenues received during the prior month and highlighted several expenditures of note, including payments to ACWA JPIA, Famcon and Geosyntec. As well, he drew attention to a few expenses related to the COMB Building Replacement project.

Director Hanson motioned to accept the Consent Agenda items as rendered. Director Sneddon seconded the motion which carried unanimously with a vote of six in favor.

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

**Nays:**

**Absent:**

**Abstain:**

#### **4. VERBAL REPORTS FROM BOARD COMMITTEES**

- *Administrative Committee Meeting – August 17, 2021* – President Holcombe reviewed the committee’s agenda items, noting that they are addressed in this meeting’s agenda.
- *Operations Committee Meeting – August 19, 2021* – President Holcombe reviewed this committee’s agenda item, also noting that the item is addressed in the meeting’s agenda.

#### **5. FINANCIAL REVIEW – 4<sup>th</sup> QUARTER FISCAL YEAR 2020-21**

Mr. Lyons provided a comprehensive recap of COMB’s financial activities for fourth quarter fiscal year 2020-21. Directing the Board’s attention to the PowerPoint presentation included in the packet, he reviewed revenues received and followed with detailed analysis of the actual divisional results as compared to the budget. Mr. Lyons provided explanation for budget variances where appropriate and advised that final budget surplus amounts were subject to change based upon the results of the annual audit. He reviewed upcoming deliverables and fielded comments from the Board.

#### **6. PERSONNEL POLICY AND EMPLOYEE HANDBOOK UPDATE**

Ms. Gingras introduced the Personnel Policy and Employee Handbook update by explaining the intent behind the update. Ms. Gingras guided the Board through the provisions of the updated policy and fielded a number of comments and questions from the Board, also soliciting Mr. Carter’s input. Following a discussion, the Board asked that the updated policy be further clarified and brought back to the Board accompanied by a written opinion from Mr. Carter.

#### **7. INFRASTRUCTURE IMPROVEMENT PROJECT - PURCHASE OF GATE VALVE**

Mr. Degner addressed the Board regarding the purchase of the gate valve as described in the memo. He noted that the project, for which it is intended to be used, is now out for bid. Mr. Degner fielded questions from the Board.

#### **8. GENERAL MANAGER REPORT**

- Administration
- Virtual Meetings

Ms. Gingras presented the General Manager report, beginning with an update on the COMB building replacement project and handicap ramp being constructed by staff. She followed with a summary of the 2022 ACWA JPIA health insurance overall rate decrease and provided updates on Office of Emergency Management and Integrated Regional Water Management Plan meetings attended by staff during the last month. Finally, Ms. Gingras reported that a staff member has joined the Resource Management Strategies/Climate Change Sub-Committee, representing COMB. The sub-committee held its first meeting earlier in the day. The Board complimented COMB on the building replacement progress.

## **ENGINEER'S REPORT**

- Climate Conditions
- Lake Elevation Projections
- Infrastructure Improvement Projects

Mr. Degner initiated the Engineer's report with an update on current and forecasted climate conditions as well as a future estimate for the installation of the Emergency Pumping Facility, adding that evaporation rates were historically consistent. With regard to the recent Comprehensive Facility Review, staff is working diligently on Reclamation's recommendations. Mr. Degner reported the County of Santa Barbara has recently conducted a Bathymetric Survey of the lake and anticipates receiving a draft report in the near future. He provided updates for the various infrastructure improvement projects, including the South Reach Lateral project and fielded questions from the Board.

## **9. OPERATIONS DIVISION REPORT**

- Lake Cachuma Operations
- Operation and Maintenance Activities

Mr. Degner presented the Operations Division report, noting that staff has been working hard on the building replacement project. He reported that CalPortland had successfully raised the valve cans to grade on Highway 192, in conjunction with some Cal Trans paving work. Mr. Degner provided updates on various operations projects, including annual structure maintenance, quarterly meter calibrations, refurbish work to the Lauro spillway racks and adjustments to the North Portal diversions.

## **10. FISHERIES DIVISION REPORT**

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

Mr. Robinson provided the current statistics on Biological Opinion mandated releases to Hilton Creek and the Highway 154 bridge. Additionally, he updated the Board regarding the ongoing Downstream Water Rights release that staff has monitored, both through trapping and snorkel surveys. Mr. Robinson noted that all components of the Hilton Creek Watering System are now fully functional. Finally he advised that the annual reports were under way. Mr. Robinson fielded questions and comments from the Board.

## **11. PROGRESS REPORT ON LAKE CACHUMA OAK TREE PROGRAM**

- Maintenance and Monitoring

Mr. Robinson presented the Oak Tree Program report, advising that dry weather activities largely consisted of irrigation and weeding of trees planted in years twelve, eleven, ten and nine. He announced the upcoming annual committee meeting as well.

**13. MONTHLY CACHUMA PROJECT REPORTS**

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

Ms. Gingras presented the Cachuma Project Reports, stating that the results, which included the North Portal adjustments, yielded nothing unusual for the month.

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

Director Holcombe requested that the Board be informed if any challenges arise in acquiring materials for upcoming projects.

**14. [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 adjourned into Closed Session at 2:30 PM.

**15. RECONVENE INTO OPEN SESSION**

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

- 15a. 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 reconvened into Open Session at 2:46 PM. There was no reportable action.

**16. MEETING SCHEDULE**

- **September 27, 2021 at 1:00 PM**
- **Board Packages available on COMB website [www.cachuma-board.org](http://www.cachuma-board.org)**

**18. COMB ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:47 PM.

Respectfully submitted,

*Janet Gingras*

Janet Gingras (Sep 23, 2021 16:19 PDT)  
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Janet Gingras, Secretary of the Board

√	<i>Approved</i>
	<i>Unapproved</i>

**APPROVED:**

*Polly Holcombe*  
Polly Holcombe (Sep 23, 2021 16:30 PDT)  
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Polly Holcombe, President of the Board