

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

by Teleconference Call ONLY

**Monday, April 27, 2020  
1:00 PM**

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**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  
Cori Hayman, Montecito Water District

**General Counsel Present:**

William Carter, Musick, Peeler & Garrett, LLP

**Staff Present:**

Janet Gingras, General Manager	David Flora, Water Service Worker III, Lead
Edward Lyons, Administrative Manager/CFO	Timothy Robinson, Fisheries Division Manager
Joel Degner, Water Resources Engineer	Dorothy Turner, Administrative Assistant II

**Others Present:**

Cathy Taylor, City of Santa Barbara

**2. PUBLIC COMMENT**

There was no public comment.

**3. CONSENT AGENDA**

- a. Minutes of March 23, 2020 Regular Board Meeting
- b. Investment of Funds
  - Financial Reports
  - Investment Reports
- c. Review of Paid Claims

Ms. Gingras presented the Consent Agenda as provided within the Board Packet. Discussion of financials was deferred in light of the quarterly financial review contained in this agenda. Ms. Gingras fielded questions from the Board. Subsequently, Director Hanson motioned to approve the Consent Agenda. Seconded by Director Sneddon, the motion carried with a unanimous vote of six in favor.

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

**4. VERBAL REPORTS FROM BOARD COMMITTEES**

- *Administrative Committee Meeting – April 16, 2020* – Director Holcombe reported that the Administrative Committee had reviewed the committee agenda items thoroughly and had forwarded both items to the Board, to be addressed in this agenda.
- *Operations Committee Meeting – April 17, 2020* – Ms. Gingras summarized the items from the Operations Committee Meeting and noted that item number three from that meeting had been forwarded to the Board and is contained in this agenda.

**5. FINANCIAL REVIEW – 3<sup>RD</sup> QUARTER FISCAL YEAR 2019-20**

Mr. Lyons presented the quarterly review of finances to the Board, highlighting revenues and their sources as well as expenditures. He reviewed underlying detail for various line items by division and noted any budgetary variances due to timing or unanticipated expense. Additionally, Mr. Lyons provided the Board with projected Revenue and Expense for the remainder of the fiscal year. He reviewed the deliverables in progress and fielded questions from the Board.

**6. PROPOSED DRAFT FISCAL YEAR 2020-21 OPERATING BUDGET**

Mr. Lyons presented the draft Operating Budget for fiscal year 2020-21. He provided a comprehensive overview of the budgetary process and timeline. Mr. Lyons reviewed, in detail, the projected draft budget revenues and expenditures and fielded questions from the Board. Additionally, he provided the Board with options for the quarterly member agency assessments for discussion. The draft budget was received with positive comments with the final draft to be brought to the Board at the May meeting for consideration and adoption.

**7. RESOLUTION NO. 706 – BUREAU OF RECLAMATION WATERSMART DROUGHT RESILIENCY ASSISTANCE AGREEMENT**

Ms. Gingras presented Resolution No. 706 to the Board, noting that the Bureau of Reclamation Assistance Agreement is in hand. She requested that the Board approve the Resolution authorizing the execution of the assistance agreement and the submission of same to Reclamation. Director Sneddon moved to approve the Resolution. Seconded by Director Hayman, the motion carried with a unanimous vote of six in favor.

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

**8. GENERAL MANAGER REPORT**

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

Ms. Gingras presented the General Manager report, highlighting the status of the renewal of the Cachuma Project Transferred Project Works Contract, the upgrade of COMB's Microsoft Outlook to provide better cybersecurity and the development of the Divisions' annual work plans. Additionally, she reported staff's participation in Reclamation's Emergency Action Plan training and COMB's continued in-place COVID-19 protocols. Finally, Ms. Gingras provided an update in respect to the Sycamore Canyon Slope Stabilization project CalOES / FEMA review.

## **9. WATER RESOURCES ENGINEER REPORT**

- Climate Conditions
- Water Quality and Sediment Management Study
- AWIA Risk and Resilience Assessment
- Infrastructure Improvement Project Updates

Mr. Degner presented the monthly Engineering report, highlighting climate and reservoir conditions, including storage and usage forecasts. He reported successful deployment of a water quality buoy, noting that data was already being received from it and shared with the COMB Member Agencies. Additionally, Mr. Degner updated the Board with the status of various projects, including the AWIA Risk and Resilience Assessment and fielded questions from the Board.

## **10. OPERATIONS DIVISION REPORT**

- Lake Cachuma Operations
- Operation and Maintenance Activities

Mr. Flora presented the Operations Division report, highlighting continued COVID-19 safety measures and monthly ongoing maintenance tasks. He noted that external structure maintenance had begun and advised that the internal structure work is deferred until such time as two person teams are allowed to work together. Finally, Mr. Flora reported the successful replacement of two solenoid valves at Lauro Reservoir.

## **11. FISHERIES DIVISION REPORT**

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

Mr. Robinson presented the Fisheries Division report, highlighting the Hilton Creek water deliveries and the ongoing tasks mandated by the 2000 Biological Opinion. He reported that the berm at the mouth of the Santa Ynez River had breached and was open to the ocean, for migrating fish. Additionally he reported that Reclamation had initiated a fish passage supplemental water release, followed by an additional post surge release. Mr. Robinson fielded questions from the Board.

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

- Maintenance and Monitoring

Mr. Robinson presented the Lake Cachuma Oak Tree Program report. He highlighted the completion of the 2019 inventory and the update of the project database.

## **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, noting only a small amount of State Project Water deliveries into the lake.

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

There were no requests for agenda items from the Directors.

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

- a. [Government Code Section 54956.9(d)(1)]  
Name of matter: *Cachuma Operation & Maintenance Board v. Santa Ynez River Water Conservation District, Improvement District Number 1*, Case No. 19CV01873 – Breach of Contract and Declaratory Relief

The Board entered into Closed Session at 3:18 PM

**16. [CLOSED SESSION]: ANNUAL PERFORMANCE REVIEW**

- a. [Government Code Section 54957(b)(1)]  
Title: General Manager

**17. [CLOSED SESSION]: CONFERENCE WITH LABOR NEGOTIATORS**

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

**18. 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 4:50 PM.

- 15a. *Cachuma Operation & Maintenance Board v. Santa Ynez River Water Conservation District, Improvement District Number 1*, Case No. 19CV01873 – Breach of Contract and Declaratory Relief

There was no reportable action.

- 16a. Annual Performance Review – General Manager

The Board completed its annual performance review of the General Manager

- 17a. Conference with Labor Negotiators

The Board gave direction to the President regarding the proposed employment agree for General Manager Janet Gingras.

**19. MODIFICATION OF GENERAL MANAGER’S COMPENSATION**

With a unanimous vote of six in favor, the Board approved a 2.5% increase to the General Manager’s compensation, retroactively effective April 1, 2020.

**20. MEETING SCHEDULE**

- **May 18, 2020 at 1:00 PM, COMB Office**
- **Board Packages available on COMB website [www.cachuma-board.org](http://www.cachuma-board.org)**

**21. COMB ADJOURNMENT**

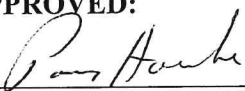
There being no further business, the meeting was adjourned at 5:09 PM.

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