

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

**by Teleconference Call ONLY**

**Monday, July 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 1:01 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  
Farfalla Borah, Alternate, 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, Operations Supervisor
Edward Lyons, Administrative Manager/CFO	Dorothy Turner, Administrative Assistant II
Joel Degner, Engineer/Operations Division Manager	Perri Wolfe, Administrative Analyst
Timothy Robinson, Fisheries Division Manager	

**Others Present:**

Joshua Haggmark, City of Santa Barbara	Cathy Taylor, City of Santa Barbara
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**2. INTRODUCTION OF NEW STAFF**

Ms. Gingras introduced Mr. Shane King to the Board, welcoming him to the staff as Operations Supervisor. She announced that Ms. Perri Wolfe, formerly a Fisheries Division staff member, had been reassigned to the Administrative team as an Administrative Analyst.

**3. PUBLIC COMMENT**

There was no public comment.

## 5. CONSENT AGENDA

- a. Minutes of June 22, 2020 Regular Board Meeting
- b. Investment of Funds
  - Financial Reports
  - Investment Reports
- c. Review of Paid Claims

Ms. Gingras introduced the Consent Agenda as contained in the Board packet, noting that the agenda items would be approved in two motions as Director Borah was not present at the previous meeting. Mr. Lyons reviewed the Paid Claims report, noting, with explanation, various items paid in the prior month.

Director Sneddon motioned to approve the Minutes of the June 22, 2020 meeting. Seconded by Director Hayman, the motion carried with a vote of four in favor and one abstention.

**Ayes:** Sneddon, Hayman, Holcombe

**Nays:**

**Absent:**

**Abstain:** Borah

Director Hayman motioned to approve items 3b. and 3c. of the Consent Agenda. Director Sneddon seconded followed by a unanimous vote of six in favor.

**Ayes:** Sneddon, Hayman, Borah, Holcombe

**Nays:**

**Absent:**

**Abstain:**

## 6. VERBAL REPORTS FROM BOARD COMMITTEES

- *Operations Committee Meeting – July 15, 2020* – Director Sneddon reviewed the items in the committee agenda and noted that Item #3 would be addressed in this meeting as well as a report on the status of the Water Quality and Sediment Management Study.
- *Fisheries Committee Meeting – July 17, 2020* – Ms. Gingras reported out on the committee agenda in the absence of Director Hanson and advised that the Scopes of Work were contained as an action item in this meeting.

## 7. BOARD COMMITTEE APPOINTMENTS FOR FISCAL YEAR 2020-21

1. Administrative Committee
2. Operations Committee
3. Fisheries Committee
4. Lake Cachuma Oak Tree Committee
5. Public Outreach Committee

President Holcombe advised of her intention to make no changes in Board Committee appointments, barring any requests for changes from members. As there were none, the Committees remain unchanged for Fiscal Year 2020-21 per the matrix which follows.

COMMITTEE NAME	COMMITTEE CHAIR	COMMITTEE MEMBER	ALTERNATE MEMBER
<b>Administrative (Finance, Personnel, Legal)</b>	Director Holcombe	Director Hanson	Director Hayman
<b>Operations</b>	Director Sneddon	Director Holcombe	Director Hanson
<b>Fisheries</b>	Director Hanson	Director Hayman	Director Holcombe
<b>Lake Cachuma Oak Tree</b>	Director Hayman	Director Sneddon	Director Hanson
<b>Public Outreach</b>	Director Hanson	Director Holcombe	Director Hayman

**8. PROPOSED ANNUAL RESOLUTIONS**

- a. Resolution No. 709 Adopting Annual Statement of Investment Policy
- b. Resolution No. 710 Authorizing Investment of Monies in the Local Agency Investment Fund
- c. Resolution No. 711 Establishing a Supplemental Account Agreement for Telephone Transfers
- d. Resolution No. 712 Establishing a Check Signing Policy for General Fund Account Payment of Claims
- e. Resolution No. 713 Authorizing Signatories for General Fund Account at American Riviera Bank
- f. Resolution No. 714 Authorizing Signatories for Revolving Fund Account at American Riviera Bank
- g. Resolution No. 715 Establishing a Check Signing Policy for Cachuma Project Trust Fund and Master Contract Renewal Fund Accounts for Payment of Claims
- h. Resolution No. 716 Authorizing Signatories for Trust Fund and Renewal Fund Accounts at American Riviera Bank
- i. Resolution No. 717 Establishing a Time and Place for Board Meetings

Ms. Gingras presented the annual banking and board meeting resolutions, noting that they are unchanged in content from those which they supersede. Director Sneddon put forth a motion to approve Resolutions

709 through 717 as presented. Director Hayman seconded and the motion carried with a unanimous vote of six in favor.

**Ayes:** Sneddon, Hayman, Borah, Holcombe

**Nays:**

**Absent:**

**Abstain:**

**9. INFRASTRUCTURE IMPROVEMENT PROJECT – SCHEDULE (F) AIR VACUUM AIR RELEASE (AVAR) BLOW-OFF (BO) STRUCTURE REHABILITATION PROJECT – MATERIALS PURCHASE**

Mr. Degner presented his request for materials purchases for the Schedule F - AVAR/Blow-Off project. He outlined the plans for the project and provided justification for ordering custom flanges in advance of the commencement of the work. Mr. Degner fielded questions from the Board. Director Borah put forth a motion to approve the expenditures requested. Director Hayman seconded. The motion carried unanimously with a vote of six in favor.

**Ayes:** Sneddon, Hayman, Borah, Holcombe

**Nays:**

**Absent:**

**Abstain:**

**10. SCOPES OF WORK (SOW) AND DRAFT PROFESSIONAL SERVICES AGREEMENTS FOR FISCAL YEAR 2020-21 FOR FISHERIES DIVISION CONSULTANTS**

Mr. Robinson presented the Fiscal Year 2020-21 Scopes of Work for the Fisheries Division. He reviewed each document and fielded questions from the Board. The Scopes of Work were duly received and filed.

**11. ESRI CONFERENCE PRESENTATION - (<https://www.cachuma-board.org/stream-and-fish-habitat-restoration-project>)**

Mr. Robinson presented the Quiota Creek Fish Passage Improvement Projects Story-Map, an ArcGIS tool which formed a part of staff's recent virtual ESRI conference presentation. He demonstrated the interactive features of the tool and fielded questions and comments, including accolades from the Board. Finally, Mr. Robinson noted that the Story-Map is shareable with staff and public.

**12. GENERAL MANAGER REPORT**

- Administration
- Engineering/Operations Division

Ms. Gingras presented the General Manager report, highlighting the recent negotiations surrounding the renewal of the Amendatory Operation & Maintenance Transferred Project Works contract and its current status. Additionally she summarized ongoing operations in the COVID-19 climate and reviewed the contracts executed by the General Manager during the prior fiscal quarter. Finally Ms. Gingras noted an informative presentation from consultants detailing the results of the Water Quality and Sediment Management Study (WQSMS) and added that Member Agency technical staff are performing a review of the final report.

### **13. ENGINEERING REPORT**

- Climate Conditions
- Lake Elevation Projection
- Water Quality and Sediment Management Study
- Infrastructure Improvement Projects / Work Plan

Mr. Degner introduced the Engineering report with a review of climate conditions, highlighting the Live Fuel Moisture index generated by the Santa Barbara County Fire Department which is critical in assessing fire danger in the Cachuma watershed. Further, he provided information regarding the downstream water rights release anticipated for late August which generated questions and discussion. Additionally, Mr. Degner noted that COMB awaits comments from Member Agency technical staff regarding the WQSMS. Finally, he reviewed the Infrastructure Improvement Projects under way.

### **14. OPERATIONS DIVISION REPORT**

- Lake Cachuma Operations
- Operation and Maintenance Activities

Mr. King presented the Operations Division report, highlighting staff activities in response to Dig Alerts, Lower Reach structure maintenance and observation of Southern California Edison's work impacting Reclamation's Right-of-Way. He noted the location of buried valves and provided explanation for the significance of raised air vents.

### **15. FISHERIES DIVISION REPORT**

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

Mr. Robinson presented the Fisheries Division report, providing an in-depth explanation for required water releases being directed to Hilton Creek upper release point rather than the outlet works. He noted staff's ongoing work required by the 2000 Biological Opinion and the status of the nearly completed South Side Erosion Control and Reforestation project. Mr. Robinson fielded questions from the Board.

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

- Maintenance and Monitoring

Mr. Robinson presented the Oak Tree program report, noting that normal maintenance was ongoing. He highlighted staff's successful improvement of the pumping operation on the water truck, a move intended to prolong its useful life. Finally, Mr. Robinson reported that the Oak Tree financial reports were complete.

### **17. MONTHLY CACHUMA PROJECT REPORTS**

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

Ms. Gingras presented the water reports noting nothing unusual. Mr. Degner added that there was a good balance between water production and water delivery resulting in minimal apparent water loss.

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

Director Sneddon requested that a board discussion of visual accessibility for meetings be included in an upcoming agenda.

**19. [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 3:02 PM.

**20. RECONVENE INTO OPEN SESSION**

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

- 13a. *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 reconvened into open session at 3:10 PM. There was no reportable action.

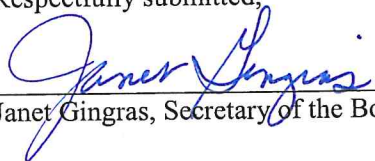
**21. MEETING SCHEDULE**

- **August 24, 2020 at 1:00 PM**
- **Board Packages available on COMB website [www.cachuma-board.org](http://www.cachuma-board.org)**

**22. COMB ADJOURNMENT**

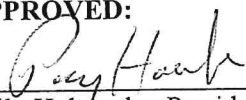
There being no further business, the meeting was adjourned at 3:12 PM.

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