

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

by Teleconference Call ONLY

**Monday, April 26, 2021
1:00 PM**

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
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	Shane King, Operations Supervisor
Joel Degner, Engineer/Operations Division Manager	Dorothy Turner, Administrative Assistant II

Others Present:

Matt Young, County of Santa Barbara

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

- a. Minutes of March 22, 2021 Regular Board Meeting
- b. Investment of Funds
 - Financial Reports
 - Investment Reports
- c. Review of Paid Claims

Ms. Gingras introduced the Consent Agenda items and invited Mr. Lyons to comment on the financial statements. Mr. Lyons reviewed various revenue and expenditure items of note, including the second period USBR entitlement's pass-through revenue and subsequent payment, as well as the down payment to Atlas for the construction of two new trailers.

The Consent Agenda was divided into two roll call votes. Director Seddon put forth a motion to approve the Minutes of the March Board meeting. It was seconded by Director Hanson and carried with a vote of five in favor and one abstention.

Ayes: Sneddon, Hanson, Holcombe

Nays:

Absent:

Abstain: Hayman

Director Hanson motioned to approve the remaining Consent Agenda items. Seconded by Director Sneddon, the motion 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 – April 15, 2021* – Director Holcombe summarized the committee meeting agenda items and advised that each would be covered during the current Board meeting.
- *Operations Committee Meeting – April 22, 2021* – Director Sneddon reported out on behalf of the Operations committee, noting that an action item is contained within this agenda and other topics would be discussed in various reports.

5. CONTRACTS EXECUTED BY THE GENERAL MANAGER – 3rd QUARTER FISCAL YEAR 2020-21

Ms. Gingras provided a summary of the contracts executed by the General Manager for the quarter immediately past. She background surrounding the need for each of the contracts.

6. FINANCIAL REVIEW – 3rd QUARTER FISCAL YEAR 2020-21

Mr. Lyons presented the financial review for the third quarter of 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 divisional results as compared to the budget. He noted that all divisions were within budget. Mr. Lyons reviewed Administration's upcoming deliverables, in particular the soon to be finalized Operating Budget and upcoming annual audit.

7. RESOLUTION NO. 724 – PROPOSED AMENDMENT TO THE 2021-2025 INFRASTRUCTURE IMPROVEMENT PLAN (IIP)

Ms. Gingras introduced Resolution No. 724, noting that the amendment to the IIP represented a shift in project scheduling with a net zero fiscal effect. Mr. Degner reviewed some of the issues impacting the projects, including drought and other changing conditions. The Board complimented COMB for its nimbleness in adjusting goals as circumstances dictated.

Director Sneddon motioned to approve Resolution No. 724. Director Hayman seconded the motion which carried with a vote of six in favor.

Ayes: Sneddon, Hayman, Hanson, Holcombe

Nays:

Absent:

Abstain:

8. GENERAL MANAGER REPORT

- Administration
- Meetings
- U. S. Bureau of Reclamation
- Staff Training

Ms. Gingras reviewed the topics contained within the General Manager report, highlighting fourth quarter decreased member agency assessments based on budget adjustments. Further, she provided updates regarding COVID-19 activities, staff participation in the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan and staff participation in Emergency Action Plan training. Finally, Ms. Gingras reviewed the recent Comprehensive Facility Review by Reclamation and staff's upcoming attendance and presentation at the virtual ESRI conference in July. She fielded questions and comments from the Board, in particular, a request that COMB search for grants available to support sustainability efforts.

9. ENGINEER'S REPORT

- Climate Conditions
- Comprehensive Facility Reviews
- Infrastructure Improvement Projects

Mr. Degner presented the Engineer's report, highlighting the current drought conditions, noting that this winter has been one of the area's driest years. He reported that 2021 downstream water rights releases were likely in August. Mr. Degner surmised that climate conditions may indicate that a late summer, early fall 2022 deployment of the Emergency Pumping Facility is a realistic planning goal, assuming another dry hydrology year for 2021-22. Mr. Degner updated the Board on the projects, including the status of SCADA upgrades and the Goleta West Conduit repair. He noted that COMB had received the MP-620 approval for the line valve project in the lower reach. Mr. Degner fielded questions from the Board.

10. OPERATIONS DIVISION REPORT

- Lake Cachuma Operations
- Operation and Maintenance Activities

Mr. King presented the Operations Division report, highlighting the recent facility review by Reclamation and the repair work accomplished, both at the Lauro reservoir catch basin and the Ortega reservoir road. He reviewed the status of normal operations tasks and updated the Board on maintenance at the North Portal as well as the commissioning of PLC3 at the Goleta turnout. Mr. King 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 the Fisheries Division report. He provided a detailed update on Reclamation's efforts to replace two inoperable valves in the Hilton Creek Emergency Backup System (EBS), noting that work is scheduled for May 12, 2021. Staff will assist Reclamation during the valve replacement by monitoring flow and fish movement. Mr. Robinson noted that California Department of Fish and Wildlife had observed some upstream movement of anadromous fish and staff confirmed the presence of an anadromous fish redd. Mr. Robinson advised that trapping activities had concluded as the catch limit had been reached. As well, staff has been assisting Reclamation by reviewing draft section of the new Biological Assessment. Mr. Robinson fielded questions from the Board.

12. PROGRESS REPORT ON LAKE CACHUMA OAK TREE PROGRAM

- Maintenance and Monitoring

Mr. Robinson reported that the annual Oak Tree inventory had been completed with GIS linking of each tree. Annual reports are under way and the annual financial review meeting is expected after close of the fiscal year. Staff continues to focus on irrigation due to the unusually dry winter season.

13. MONTHLY CACHUMA PROJECT REPORTS

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

Ms. Gingras presented the monthly Cachuma Project reports and noted nothing of major interest other than an increase in water demands.

14. DIRECTORS' REQUESTS FOR AGENDA ITEMS FOR FUTURE MEETING

There were no requests from Directors.

15. [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 entered into Closed Session at 2:43 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]

- 15a. *Kimball-Griffith L.P. v. Brenda Wren Burman, et al.*, Case No. 2:20-cv-10647 – Request for Declaratory and Injunctive Relief
- 16a. Annual Performance Review – General Manager
- 17a. Conference with Labor Negotiators

The Board reconvened into Open Session at 3:28 PM. Following are the reports out of the Closed Session:

- Item #15a. There was no reportable action.
- Item #16a. The Board completed its annual performance review of the General Manager
- Item #17a. The Board gave direction to the President regarding the proposed employment agreement for General Manager, Janet Gingras.

19. MEETING SCHEDULE

- **May 24, 2021 at 1:00 PM**
- **Board Packages available on COMB website www.cachuma-board.org**

20. COMB ADJOURNMENT

There being no further business, the meeting was adjourned at 3:36 PM.

Respectfully submitted,

Janet Gingras

Janet Gingras (Jul 7, 2021 11:48 PDT)

Janet Gingras, Secretary of the Board

√	<i>Approved</i>
	<i>Unapproved</i>

APPROVED:

Polly Holcombe

Polly Holcombe (May 27, 2021 10:58 PDT)

Polly Holcombe, President of the Board