

**MINUTES OF A REGULAR MEETING
of the
CACHUMA OPERATION & MAINTENANCE BOARD**

held at
3301 Laurel Canyon Road, Santa Barbara, CA
Monday, August 26, 2013

1. Call to Order, Roll Call

The meeting was called to order at 2:00 p.m. by President Lauren Hanson who chaired the meeting. Those in attendance were:

Directors present:

Lauren Hanson	Goleta Water District
Alonzo Orozco	Carpinteria Valley Water District
Doug Morgan	Montecito Water District
Dennis Beebe	SYR Water Conservation District, ID No. 1
Dale Francisco (arrived 3:30 p.m.)	City of Santa Barbara

Others present:

Randall Ward	Tony Trembley
Janet Gingras	Tim Robinson
Kevin Walsh	David Baum
Rebecca Bjork	Charles Hamilton
Ruth Snodgrass	Phil Walker
Sarah Howarth	Megan Emami
Ryan Willard	

2. Public Comment

Phil Walker made comments on future drought problems.

3. Consent Agenda

- a. **Minutes:**
July 22, 2013 Regular Board Meeting and August 8, 2013 Special Board Meeting
- b. **Investment Funds**
Financial Report
Investment Report
- c. **Payment of Claims**

Director Beebe moved to approve the consent agenda as presented, seconded by Director Hanson, passed 5/0/2, Director Francisco was absent.

4. Fiscal Year 2013-14 Appointments of Cachuma Operation and Maintenance Board

Due to the August 1, 2013 start date of COMB's new General Manager the appointments for the ACWA/JPIA representative and alternate and the appointment of the Secretary of the Board was postponed until the August Board meeting.

Director Hanson moved to appoint Doug Morgan as the representative of ACWA/JPIA, seconded by Director Orozco, passed 5/0/2, Director Francisco was absent.

Director Beebe moved to appoint General Manager Randall Ward as the alternate representative of ACWA/JPIA, seconded by Director Orozco, passed 5/0/2, Director Francisco was absent.

Director Beebe moved to appoint General Manager Randall Ward as Secretary of the Board, seconded by Director Morgan, 5/0/2, Director Francisco was absent.

5. Verbal Reports From Board Committees

a. Operations Committee Meeting August 19, 2013

Director Morgan stated that he would report on the Operations Committee meeting during the appropriate agenda item.

6. Fish Passage Improvement on Crossing 1, Quiota Creek Project

a. Reject all bids received for Construction of the Quiota Creek, Crossing 1 Project

b. Authorize the General Manager to Re-bid the Construction of the Quiota Creek, Crossing 1 Project

Randall Ward, General Manager reported that the construction cost proposal for the Quiota Creek, Crossing 1 Project was advertised on August 8, 2013 and the bids were due on August 20, 2013. Two bids were received, opened and then reviewed independently by staff representatives of the Montecito and Goleta Water Districts. That review concluded that neither of the two proposals met the criteria. The low bidder was deemed unresponsive and the second bidder's proposed bid exceeded the budgeted amount available. Staff recommends the Board reject all bids received and authorize the General Manager to re-bid the Construction of Quiota Creek, Crossing 1 Project.

Director Morgan moved that the Board reject all bids received for construction of the Quiota Creek, Crossing 1 Project and to authorize the General Manager to re-bid the construction of the Project, seconded by Director Orozco, passed 4/1/2, Director Beebe voted no and Director Francisco was absent.

7. Establishment of a Board Policy Regarding the General Manager Authorizing Approval of Expenditures up to a Maximum of \$10,000

Randall Ward, General Manager stated that submitted for the Boards consideration was a Policy to establish the General Manager's level of authority for approval of

expenditures during the course of the fiscal year. This policy would establish expenditures up to a maximum of \$10,000.

Director Beebe moved to approve Board Policy No. 1.36 (R) which defines the expenditure limits for the General Manager, seconded by Director Morgan.

The motion passed by a roll call vote:

Ayes: Orozco, Morgan Beebe Hanson

Nays: None

Abstain/Absent: Francisco was absent

8. Authorize General Manager to Execute a Purchase Order for the Fabrication and Installation of the North Portal Elevator Engineered Interim Solution Not to Exceed \$15,000

Randall Ward, General Manager reported that he had discussions with RCB Elevator LLC regarding the operational safety of the North Portal Elevator. These discussions produced an interim solution which involves stabilizing the counter weights that are attributable to the most immediate safety issue. This solution would allow the safe use of the elevator for limited maintenance purposes.

Director Morgan reported that the Operations Committee had reviewed the interim solution and the committee supports this proposed solution.

Director Morgan moved to authorize the General Manager, with approval of the Chair, to execute a Purchase Order for the construction and installation of an interim engineered solution to allow safe operation of the North Portal Elevator, in an amount not to exceed \$15,000, seconded by Director Orozco, passed 4/0/3, Director Francisco was absent and Director Beebe abstained.

9. Authorize General Manager to Execute a Professional Services Agreement to RCB Elevator Consulting LLC for Phase II Rehabilitation of the North Portal Elevator, Not to Exceed \$25,150

Randall Ward, General Manager indicated that originally the contract for the elevator repair would be brought before the Board during October or November of this year. Due to the unsafe condition of the elevator the thirty-inch regulating Jet Flow Valve has not been accessible for regular service and maintenance. The current unsafe condition of the elevator and the resulting necessity to perform maintenance and service activities on the Jet Flow Valve require the proposed expedited process.

Director Morgan reported that the Operations Committee had been briefed and recommended this process be brought before the Board for approval.

Included in the board packet was a Non-Competitive Bid Justification for sole sourcing this contract.

Director Morgan moved to authorize the General Manager to execute a Professional Services Agreement with RCB Elevator Consulting, LLC for a not-to-exceed amount of \$25,150 to produce Phase II engineering and design plans for the major alteration

of the North Portal elevator, seconded by Director Orozco, passed 4/0/3, Director Francisco was absent and Director Beebe abstained.

10. General Managers Report

Randall Ward, General Manager included his report in the board packet. He highlighted the Emergency Action Plan (EAP) that the Bureau of Reclamation has distributed to COMB. Prior to releasing the plan to the Member Units and the County of Santa Barbara, COMB will provide training on the EAP's structure and, for security purposes each agency will sign a statement of nondisclosure.

11. Progress Report on Cachuma Lake Oak Tree Program

The report on the Oak Tree Program prepared by Tim Robinson and Scott Volan was included in the board packet. Mr. Robinson highlighted the report.

12. Engineering/Operations Division Report

Megan Emami, Water Resources Planner gave a presentation on Field Mapplet Software (Maintenance Management Software) currently being utilized by the operations crew. This is a Maintenance Management System that tracks work that needs to be completed and work that has been completed. The four facets to COMB's Field Mapplet consist of: Redlining, USA Dig-Alerts, structure inspection and structure rehab.

Phil Walker commented.

The Engineering and Operations report prepared by David Baum was included in the board packet.

13. Fisheries Division Report

Tim Robinson's Fisheries report was included in the board packet.

14. Monthly Cachuma Project Reports

a. Cachuma Water Reports

The monthly water reports for July were included in the board packet.

b. Cachuma Reservoir Current Conditions

The Lake Cachuma Daily Operations report through August 21, 2013 was included in the board packet.

15. Directors' Requests for Agenda Items for Next Meeting

There were no requests for agenda items for the next meeting.

16. Meeting Schedule

- The next regular Board meeting will be held September 23, 2013 at 2:00 p.m.

