

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

by Teleconference Call ONLY

**Monday, January 25, 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

Edward Lyons, Administrative Manager/CFO

Joel Degner, Engineer/Operations Division Manager

Timothy Robinson, Fisheries Division Manager

Shane King, Operations Supervisor

Dorothy Turner, Administrative Assistant II

Others Present:

Cathy Taylor, City of Santa Barbara

Nick Turner, Montecito Water District

Kathleen Werner, Goleta Water District

Matt Young, County of Santa Barbara

2. INTRODUCTION OF NEW ALTERNATE BOARD MEMBER

Director Hanson introduced Kathleen Werner, Goleta Water District's new alternate director to the COMB Board. Ms. Gingras invited Director Werner to say a few words. Director Werner spoke briefly about her background and expressed her willingness to serve as the alternate for the Goleta Water District.

3. PUBLIC COMMENT

There was no public comment.

4. CONSENT AGENDA

- a. Minutes of December 14, 2020 Regular Board Meeting
- b. Investment of Funds
 - Financial Reports
 - Investment Reports
- c. Review of Paid Claims

Ms. Gingras presented the Consent Agenda items to the Board for approval. She reviewed revenues received and significant claims paid, including receipt of reimbursement from FEMA and National Fish and Wildlife Foundation and the return of the FY 2019-20 unexpended funds to the COMB Member Agencies.

Director Hanson motioned to approve the Consent Agenda as presented. The motion was seconded by Director Sneddon and carried with a unanimous vote of six in favor.

Ayes: Sneddon, Hayman, Hanson, Holcombe

Nays:

Absent:

Abstain:

5. VERBAL REPORTS FROM BOARD COMMITTEES

- *Administrative Committee Meeting – January 15, 2021* – Director Holcombe reviewed the agenda items from the committee meeting and advised that the action items had been reviewed carefully and moved forward to the Board.

6. CONTRACTS EXECUTED BY THE GENERAL MANAGER – 2ND QUARTER FISCAL YEAR 2020-21

Ms. Gingras presented the staff memo and matrix of the contracts executed by the general manager for the second quarter of the fiscal year 2020-21. She drew attention to the enhanced reporting and reviewed each of the contracts listed, providing the current status of each contract.

7. FINANCIAL REVIEW – 2ND QUARTER FISCAL YEAR 2020-21

Mr. Lyons presented the financial results for the second quarter of fiscal year 2020-21. Drawing the Board's attention to the PowerPoint presentation included in the packet, he reviewed revenues received. Mr. Lyons followed with detailed analysis of the divisional results as compared to the budget. Mr. Lyons reviewed Administration's upcoming deliverables, in particular changes required to be made to the Employee Handbook and Injury and Illness Prevention Policy. He fielded comments and questions from the Board.

8. RESOLUTION NO. 722 – ADOPTION OF ELECTRONIC SIGNATURE POLICY

Mr. Lyons presented the proposed electronic signature policy drafted in response to measures taken to accommodate remote work. He described security measures inherent in the software program implemented and advised that COMB's auditor and IT vendor had both reviewed the software and internal controls. Mr. Lyons fielded questions from the Board.

Director Hanson put forth a motion to adopt the electronic signature policy. Director Hayman seconded the motion which carried with a unanimous vote of six in favor.

Ayes: Sneddon, Hayman, Hanson, Holcombe

Nays:

Absent:

Abstain:

9. RESOLUTION NO. 723 – ISSUANCE OF LETTER TO THE U.S. BUREAU OF RECLAMATION AUTHORIZING COMMENCEMENT OF THE LONG TERM TRANSFER OF OPERATION AND MAINTENANCE OF THE CACHUMA PROJECT TRANSFERRED PROJECT WORKS CONTRACT (O & M CONTRACT)

Ms. Gingras presented the letter to be forwarded to the U.S. Bureau of Reclamation (Reclamation) requesting that the parties enter into a long-term O & M Contract renewal. She advised that COMB was requesting the Contract be executed in perpetuity, to be consistent with Reclamation's contract with the County of Santa Barbara, or for a minimum period for forty years. Following discussion, Counsel suggested that the requested term of the contract be edited to state that the contract be renewed either in perpetuity or for forty years.

Director Hanson made a motion to approve the letter to Reclamation as modified by Counsel's suggestion. Following a second from Director Sneddon, the motion carried unanimously with a vote of six in favor.

Ayes: Sneddon, Hayman, Hanson, Holcombe

Nays:

Absent:

Abstain:

10. GENERAL MANAGER REPORT

- Administration
- U.S. Bureau of Reclamation
- Division Accomplishments / Goals

Ms. Gingras presented the General Manager report, highlighting COVID19 staff vaccination registration and a successful annual IT review with particular attention to cybersecurity. Additionally, she noted that staff had taken increased security measures by additional site visits during the recent two weeks surrounding the Presidential Inauguration event. Finally, Ms. Gingras drew attention to the extensive list of staff accomplishments for 2020. She fielded comments and accolades regarding the 2020 accomplishments.

11. ENGINEER'S REPORT

- Climate Conditions
- Lake Elevation
- Thomas/Whittier Fire Vegetation Recovery
- Lake Cachuma Water Quality Update
- Infrastructure Improvement Projects

Mr. Degner presented the Engineer's report, addressing climate conditions, lake elevation and post-fire revegetation progress. He expressed hope that the upcoming storms may be powerful enough to produce

runoff into the reservoir. Staff is monitoring facilities for adverse storm impacts. He updated forecasts for implementation of the Hilton Creek Emergency Backup System and the Emergency Pumping Facility at the North Portal. Further, Mr. Degner provided updated status on the various Infrastructure Improvement Projects, highlighting lake profiles, the status of the Sanitary Survey, SCADA upgrades and South Coast Conduit projects. Mr. Degner fielded questions from the Board, including Board interest in revegetation data in future reports.

12. OPERATIONS DIVISION REPORT

- Lake Cachuma Operations
- Operation and Maintenance Activities

Mr. King presented the Operations Division report, reviewing the activities of staff over the past month. In particular he noted the unearthing of four historical anodes which had been brought up to grade and were being monitored. Mr. King reported the installation of new pumps for the Lauro debris basin which had also been cleared in anticipation of rain. Staff also located three discontinued piezometers at Lauro reservoir and assisted Fisheries staff with upgrade of the water trailer and the planting of the new Oak Tree saplings.

13. FISHERIES DIVISION REPORT

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

Mr. Robinson presented the Fisheries Division report, announcing the hiring of two new seasonal workers. He noted that target flows had been maintained to Hilton Creek and the Highway 154 bridge and provided details regarding the repair of the Hilton Creek Emergency Backup System. Mr. Robinson updated the Board on the upcoming activities of the Division, including Redd surveys and trapping efforts. Finally he advised that the Annual Monitoring Report and Summary, as well as the RPM6 reporting were all complete and up to date. Mr. Robinson fielded questions from the Board.

14. PROGRESS REPORT ON LAKE CACHUMA OAK TREE PROGRAM

- Maintenance and Monitoring

Mr. Robinson introduced the Oak Tree program report, advising that crew had focused on weeding and irrigating the newer oak trees. The Fisheries crew, with assistance from the Operations crew, began the planting of the new trees shortly after Christmas. Additionally, Mr. Robinson reported that the Operations crew assisted with repair of the water trailer. He fielded comments from the Board.

15. MONTHLY CACHUMA PROJECT REPORTS

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

Ms. Gingras drew the Board's attention to the Cachuma Project reports noting that both November and December were included in the reports. She reported that water demands were somewhat higher in December due to the dry conditions.

16. DIRECTORS' REQUESTS FOR AGENDA ITEMS FOR FUTURE MEETING

There were no requests from Directors for future agenda items.

17. [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 2:50 PM.

18. RECONVENE INTO OPEN SESSION

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

- 17a. *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 3:10 PM. There was no reportable action.

19. MEETING SCHEDULE

- **February 22, 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 3:11 PM.

Respectfully submitted,

Janet Gingras

Janet Gingras (Apr 13, 2021 17:01 PDT)

Janet Gingras, Secretary of the Board

√	<i>Approved</i>
	<i>Unapproved</i>

APPROVED:

Polly Holcombe

Polly Holcombe (Apr 13, 2021 16:43 PDT)

Polly Holcombe, President of the Board