

**REGULAR MEETING
OF
CACHUMA OPERATION AND MAINTENANCE BOARD**
held at
**3301 Laurel Canyon Road
Santa Barbara, CA 93105**

Monday, November 26, 2018

1:00 PM

AGENDA

1. **CALL TO ORDER, ROLL CALL**
2. **PUBLIC COMMENT** (*Public may address the Board on any subject matter not on the agenda and within the Board's jurisdiction. See "Notice to the Public" below. Please make your comments from the podium once acknowledged by the President of the Board.*)
3. **CONSENT AGENDA** (*All items on the Consent Agenda are considered to be routine and will be approved or rejected in a single motion. Any item placed on the Consent Agenda may be removed and placed on the Regular Agenda for discussion and possible action upon the request of any Board Member.*)
Action: Recommend Approval of Consent Agenda by motion and roll call vote of the Board:
 - a. Minutes of October 22, 2018 Regular Board Meeting
 - b. Investment of Funds
 - Financial Reports
 - Investment Reports
 - c. Review of Paid Claims
4. **VERBAL REPORTS FROM BOARD COMMITTEES**
Receive verbal information regarding the following committee meetings:
 - Fisheries Committee Meeting – November 12, 2018
 - Operations Committee Meeting – November 14, 2018
 - Administrative Committee Meeting – November 15, 2018
5. **U.S. GEOLOGICAL SURVEY PRESENTATION**
Receive information regarding the Santa Ynez River Stream Gauge Program
6. **RESOLUTION NO. 674 – FISCAL POLICY**
Action: Recommend approval by motion and roll call vote of the Board
7. **RESOLUTION NO. 676 - BOARD GOVERNANCE POLICY**
Action: Recommend approval by motion and roll call vote of the Board
8. **DIRECTOR HANDBOOK**
Action: Receive and file the Director Handbook

9. **ACCESS EASEMENT AGREEMENT – SANTA BARBARA PRESERVE, LLC**
Action: Recommend approval by motion and roll call vote of the Board
10. **LAKE CACHUMA CONVEYANCE OPERATIONS – ENGINEERING SUPPORT**
Action: Recommend approval by motion and roll call vote of the Board
11. **GENERAL MANAGER REPORT**
Receive information from the General Manager on topics pertaining to COMB, including but not limited to the following:
 - Meetings
 - Administration
 - Personnel
 - Operations Division Activities
 - Fisheries Division Activities
12. **WATER RESOURCES ENGINEER REPORT**
Receive information from the Water Resources Engineer, including but not limited to the following:
 - Forecasted Lake Elevations
 - Climate Conditions
 - Grant Funding Activities
 - Infrastructure Improvement Project Status
13. **OPERATIONS DIVISION REPORT**
Receive information regarding Operations Division, including but not limited to the following:
 - Lake Cachuma Operations
 - Operation and Maintenance Activities
14. **FISHERIES DIVISION REPORT**
Receive information regarding Fisheries Division, including but not limited to the following:
 - LSYR Steelhead Monitoring Elements
 - Tributary Project Updates
 - Surcharge Water Accounting
 - Reporting/Outreach/Training
15. **UPDATE ON FISH PASSAGE IMPROVEMENT PROJECTS**
Action: Receive information regarding the status of the Fish Passage Improvement Projects on Quiota Creek
 - a. Quiota Creek Crossing 5
 - b. Quiota Creek Crossing 9
16. **PROGRESS REPORT ON LAKE CACHUMA OAK TREE PROGRAM**
Receive information regarding the Lake Cachuma Oak Tree Program including but not limited to the following:
 - Maintenance and Monitoring

17. **MONTHLY CACHUMA PROJECT REPORTS**
Receive information regarding the Cachuma Project, including but not limited to the following:
 - a. Cachuma Water Reports
 - b. Cachuma Reservoir Current Conditions
 - c. Lake Cachuma Quagga Survey

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

19. **RESOLUTION NO. 675 - HONORING W. DOUGLAS MORGAN FOR HIS SERVICE TO THE CACHUMA OPERATION AND MAINTENANCE BOARD**
Action: Recommend approval by motion and roll call vote of the Board

~ Break for Refreshments

20. **[CLOSED SESSION]: CONFERENCE WITH LEGAL COUNSEL: POTENTIAL LITIGATION**
 - a. [Government Code Section 54956.9(d)(2)]
Name of matter: Right-of-Way / Access claims re: Reclamation Property

21. **RECONVENE INTO OPEN SESSION**
[Government Code Section 54957.7]
Disclosure of actions taken in closed session, as applicable
[Government Code Section 54957.1]

22. **MEETING SCHEDULE**
 - **December 17, 2018 at 1:00 PM, COMB Office**
 - **Board Packages available on COMB website www.cachuma-board.org**

23. **COMB ADJOURNMENT**

NOTICE TO PUBLIC

Posting of Agenda: This agenda was posted at COMB's offices, located at 3301 Laurel Canyon Road, Santa Barbara, California, 93105 and on COMB's website, in accordance with Government Code Section 54954.2. The agenda contains a brief general description of each item to be considered by the Governing Board. The Board reserves the right to modify the order in which agenda items are heard. Copies of staff reports or other written documents relating to each item of business are on file at the COMB offices and are available for public inspection during normal business hours. A person with a question concerning any of the agenda items may call COMB's General Manager at (805) 687-4011.

Written materials: In accordance with Government Code Section 54957.5, written materials relating to an item on this agenda which are distributed to the Governing Board less than 72 hours (for a regular meeting) or 24 hours (for a special meeting) will be made available for public inspection at the COMB offices during normal business hours. The written materials may also be posted on COMB's website subject to staff's ability to post the documents before the scheduled meeting.

Public Comment: Any member of the public may address the Board on any subject within the jurisdiction of the Board that is not scheduled for as an agenda item before the Board. The total time for this item will be limited by the President of the Board. The Board is not responsible for the content or accuracy of statements made by members of the public. No action will be taken by the Board on any Public Comment item.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to review agenda materials or participate in this meeting, please contact the Cachuma Operation and Maintenance Board office at (805) 687-4011 at least 48 hours prior to the meeting to enable the Board to make reasonable arrangements.

Note: If you challenge in court any of the Board's decisions related to the listed agenda items you may be limited to raising only those issues you or someone else raised at any public hearing described in this notice or in written correspondence to the Governing Board prior to the public hearing.

MINUTES OF A REGULAR MEETING
of the
CACHUMA OPERATION AND MAINTENANCE BOARD
held at
3301 Laurel Canyon Road, Santa Barbara, CA

Monday, October 22, 2018

1. CALL TO ORDER, ROLL CALL

The meeting was called to order at 1:00 PM by President Morgan, who chaired the meeting.

Those in attendance were:

Directors Present:

W. Douglas Morgan, Montecito Water District
Kristen Sneddon, City of Santa Barbara
Polly Holcombe, Carpinteria Valley Water District
Lauren Hanson, Goleta Water District

Staff Present:

Janet Gingras, General Manager	Tim Robinson, Fisheries Division Manager
Edward Lyons, Administrative Manager/CFO	William Carter, General Counsel
Joel Degner, Water Resources Engineer	Adriane Passani, Administrative Assistant III

Others Present:

Fray Crease, SB Water Agency	Bob McDonald, Carpinteria Valley Water District
Mike Garello, HDR	Nick Panofsky, MNS Engineers
Tyler Hunt, MNS Engineers	Mark Preston, Women's Environmental, SY
Anna Mallonée, HDR	Philip Walker, Santa Barbara resident

2. PUBLIC COMMENT

Mr. Preston shared a recent presidential memo: Promoting Reliable Water Supply in the West.

Mr. Walker reported on various reservoir levels within the State and commented on earthen dams, with respect to seismic pulses.

3. CONSENT AGENDA

- a. Minutes of September 24, 2018 Regular Board Meeting
- b. Investment of Funds
 - Financial Reports
 - Investment Reports
- c. Review of Paid Claims

Ms. Gingras presented the Consent Agenda as provided in the Board Packet. Director Holcombe made a motion to approve the Consent Agenda as presented; motion was seconded by Director Sneddon and passed unanimously with a vote of six in favor.

Ayes: Sneddon, Holcombe, Hanson, Morgan

Nays:

Absent:

Abstain:

4. VERBAL REPORTS FROM BOARD COMMITTEES

- *Administrative Committee Meeting – October 10, 2018:* Director Morgan presented the Committee Meeting items as provided in the agenda, reporting that the items will be discussed separately within staff reports.
- *Operations Committee Meeting – October 11, 2018:* Director Sneddon presented the Committee Meeting items as provided in the agenda, reporting that the items will be discussed separately within staff reports.

5. FINANCIAL REVIEW – 1st QUARTER FISCAL YEAR 2018-19

Mr. Lyons presented the financial review of the first quarter of the fiscal year as contained in the Board packet memorandum and illustrated in a Power Point slide show. He noted that the financial reports show that the divisions are within budget. Mr. Lyons summarized the administrative goals for the second quarter. He fielded questions from the Board and those in attendance.

6. DRAFT SECOND AMENDMENT TO THE 1996 COMB AMENDED AND RESTATED JOINT EXERCISE OF POWER AGREEMENT

Ms. Gingras presented the staff memorandum as contained in the Board Packet. She noted that Reclamation has provided, via email, a statement that Reclamation has no objection to the withdrawal of Santa Ynez River Water District ID No.1 from the Joint Exercise of Power Agreement. Director Holcombe motioned that the Board be authorized to send the Draft Second Amendment to the 1996 COMB Amended and Restated Joint Exercise of Power Agreement to the Member Agencies and their counsels for their review and approval. The motion was seconded by Director Hanson and carried unanimously with a vote of six in favor.

Ayes: Sneddon, Holcombe, Hanson, Morgan

Nays:

Absent:

Abstain:

7. ANNEX TO THE SANTA BARBARA COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

Ms. Gingras presented the memorandum as contained in the Board packet. She summarized the approval process for the COMB Annex to the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan. Director Hanson stated she supports this project and submitted a printed copy of the Annex to COMB staff containing her suggested edits. Assuming that no substantive edits are made to the document as contained in the Board packet, motion was made by Director Morgan that the approval process of the Annex to the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan be initiated by submission to Santa Barbara County. Motion was seconded by Director Sneddon and passed unanimously with a vote of six in favor.

Ayes: Sneddon, Holcombe, Hanson, Morgan
Nays:
Absent:
Abstain:

8. SAN ANTONIO CREEK BLOW-OFF REHABILITATION PROJECT

Mr. Degner presented his memorandum as provided in the Board packet, summarizing the history of the blow-off structure. Mr. Degner outlined the repair process and further itemized the savings realized in water, time and costs by proceeding with a non-competitive bid. He fielded questions from the Board. Motion was made by Director Hanson to approve the project as presented; seconded by Director Holcombe, the motion was carried with a unanimous vote of six in favor.

Ayes: Sneddon, Holcombe, Hanson, Morgan
Nays:
Absent:
Abstain:

9. GENERAL MANAGER REPORT

- Meetings
- Administration
- Personnel
- Operations /Engineer Activities
- Fisheries Division Activities

Ms. Gingras presented her memorandum as incorporated in the Board packet. She reported that Santa Barbara County has reinstated its Drought Task Force. Ms. Gingras highlighted topics within her report, including Contracts Executed by the General Manager, the recent CAFR Certificate of Achievement for Excellence in Financial Reporting received by COMB primarily due to Mr. Lyons extraordinary effort on the fiscal year 2016-17 audit document, the staff appreciation outing, the Arroyo Paredon Bridge replacement and other projects in Operations & Fisheries divisions. There were no questions.

10. WATER RESOURCES ENGINEER REPORT

- Forecasted Lake Elevations
- Climate Conditions
- Grant Funding Activities
- Infrastructure Improvement Planning

Mr. Degner discussed topics as presented in his Board Packet memorandum, highlighting lake elevation and climate, noting that April is the target month for deployment of the Emergency Pumping Facility, based on current projections. He commented further on grant funding and the status of infrastructure improvements projects. Mr. Degner reported that he would conduct a kick-off meeting in the near future on the Lake Cachuma Water Quality & Sediment Management Plan. He fielded questions from the Board. Mr. Degner provided an update on the Arroyo Paredon Bridge work in relation to the conduit.

11. OPERATIONS DIVISION REPORT

- Lake Cachuma Operations
- Operation and Maintenance Activities

Mr. Degner presented the Operations Division report as contained in the Board packet, highlighting continued maintenance within the upper and lower reaches of the system and the increase in dig alerts due to rebuilding efforts. He fielded questions from the Board.

12. FISHERIES DIVISION REPORT

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

Mr. Robinson presented his report as provided in the Board packet, highlighting Steelhead monitoring efforts and the status of the Quiota Creek crossings. He reviewed the recent power outages at Lake Cachuma and their resulting impact on the Hilton Creek Watering System and the fish population, noting that PG&E alerts were integral to rapid response.

13. UPDATE ON FISH PASSAGE IMPROVEMENT PROJECTS

- a. Quiota Creek Crossing 5
- b. Quiota Creek Crossing 9

Mr. Robinson introduced the HDR team to the Board. He provided updates on the statuses of the fish passage projects at Quiota Creek Crossings 5 and 9 as provided in the Board packet, highlighting the successful installation of Crossing 9, despite the rain. Further, Mr. Robinson advised that there is a change order pending on these projects due to a last minute County requirement. Mr. Robinson reviewed the financial position of both crossing projects. He fielded questions from the Board.

14. PROGRESS REPORT ON LAKE CACHUMA OAK TREE PROGRAM

- Maintenance and Monitoring

Mr. Robinson presented the memorandum as provided in the Board packet, noting that irrigation and oak tree maintenance are ongoing, as will be plantings, pending change in the weather.

15. MONTHLY CACHUMA PROJECT REPORTS

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

Ms. Gingras presented the Cachuma Project water reports as provided in the Board packet. Mr. Lyons noted that these reports represent the end of the water year. Ms. Gingras fielded questions from the Board.

16. DIRECTORS' REQUESTS FOR AGENDA ITEMS FOR FUTURE MEETING

There were no requests from the directors.

17. MEETING SCHEDULE

- **November 26, 2018 at 1:00 PM, COMB Office**
- **Board Packages available on COMB website www.cachuma-Board.org**

18. COMB ADJOURNMENT

There being no further business, the meeting adjourned at 2:50 PM.

Respectfully submitted,

Janet Gingras, Secretary of the Board

APPROVED:

W. Douglas Morgan, President of the Board

	<i>Approved</i>
√	<i>Unapproved</i>

Cachuma Operation & Maintenance Board
Statement of Net Position
As of October 31, 2018
UNAUDITED FINANCIALS

ASSETS

Current Assets

Checking/Savings

Trust Funds

1210 · Warren Act Trust Fund	881,797.22
1220 · Renewal Fund	10,215.61

Total Trust Funds	892,012.83
1050 · General Fund	402,532.24
1100 · Revolving Fund	138,126.93

Total Checking/Savings	<u>1,432,672.00</u>
-------------------------------	---------------------

Accounts Receivable

1301 · Accounts Receivable	1,570.00
1320 · Quarterly Assessments Receivable	135,776.00

Total Accounts Receivable	<u>137,346.00</u>
----------------------------------	-------------------

Other Current Assets

1010 · Petty Cash	500.00
1200 · LAIF	2,403,678.29
1311 · Cachuma Entitlement Rec	39,726.83
1303 · Bradbury SOD Act Assessments Receivable	195,566.00
1304 · Lauro Dam SOD Assessments Receivable	30,258.63
1400 · Prepaid Insurance	19,555.72

Total Other Current Assets	<u>2,689,285.47</u>
-----------------------------------	---------------------

Total Current Assets	<u>4,259,303.47</u>
-----------------------------	---------------------

Fixed Assets

1500 · Vehicles	445,723.91
1505 · Office Furniture & Equipment	443,923.41
1510 · Mobile Offices	97,803.34
1515 · Field Equipment	594,001.22
1525 · Paving	38,351.00
1550 · Accumulated Depreciation	(1,462,883.66)

Total Fixed Assets	<u>156,919.22</u>
---------------------------	-------------------

Other Assets

1910 · Long Term Bradbury SOD Act Assessments Receivable	4,680,154.07
1920 · Long Term Lauro SOD Act Assessments Receivable	835,169.28
1922 · Deferred Outflow of Resources (GASB 68)	422,161.00

Total Other Assets	<u>5,937,484.35</u>
---------------------------	---------------------

TOTAL ASSETS	<u><u>10,353,707.04</u></u>
---------------------	-----------------------------

Cachuma Operation & Maintenance Board
Statement of Net Position
As of October 31, 2018
UNAUDITED FINANCIALS

LIABILITIES & NET POSITION

Liabilities

Current Liabilities

Accounts Payable

2200 · Accounts Payable 13,363.23

Total Accounts Payable 13,363.23

Other Current Liabilities

2550 · Vacation/Sick 150,085.16

2561 · Bradbury Dam SOD Act 195,576.66

2563 · Laura Dam SOD Act 30,258.63

2565 · Accrued Interest SOD Act 62,424.00

2567 · Loan Payable Current EPFP 418,020.44

2590 · Deferred Revenue 892,012.83

Total Other Current Liabilities 1,748,377.72

Total Current Liabilities 1,761,740.95

Long Term Liabilities

2602 · Long Term SOD Act Liability-Bradbury 4,680,144.07

2603 · Long Term SOD Act Liability - Lauro 835,169.28

2604 · OPEB Long Term Liability 1,054,948.00

2605 · Loan Payable Principal - EPFP 784,124.07

2610 · Net Pension Liability (GASB 68) 1,527,915.00

2611 · Deferred Inflow of Resources (GASB 68) 149,427.00

Total Long Term Liabilities 9,031,727.42

Total Liabilities 10,793,468.37

Net Position

3000 · Opening Balance Net Position (1,356,592.05)

3901 · Retained Net Assets 388,491.17

Net Position 528,339.55

Total Net Position (439,761.33)

TOTAL LIABILITIES & NET POSITION 10,353,707.04

**Cachuma Operation & Maintenance Board
Statement of Revenues and Expenditures**

Budget vs. Actuals July 2018 - Jun 2019

	Fisheries				Operations				TOTAL			
	Jul - Oct 18	Budget	\$ Over Budget	% of Budget	Jul - Oct 18	Budget	\$ Over Budget	% of Budget	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
Revenue												
3000 REVENUE												
3001 · O&M Budget (Qtrly Assessments)	473,254.00	946,511.00	-473,257.00	50.0%	1,782,898.00	3,565,791.00	-1,782,893.00	50.0%	2,256,152.00	4,512,302.00	-2,256,150.00	50.0%
3006 · Warren Act	182,487.50	539,521.00	-357,033.50	33.82%	0.00				182,487.50	539,521.00	-357,033.50	33.82%
3009 · Pmts - Member Agencies - EPFP	0.00				115,862.55				115,862.55	0.00	115,862.55	100.0%
3010 · Interest Income	0.00				9,904.07				9,904.07	0.00	9,904.07	100.0%
3035 · Cachuma Project Betterment Fund	0.00	90,000.00	-90,000.00	0.0%	0.00				0.00	90,000.00	-90,000.00	0.0%
3037 · Grant-QC Crossing #5	0.00	893,287.00	-893,287.00	0.0%	0.00				0.00	893,287.00	-893,287.00	0.0%
3039 · Grant-QC Crossing #9	0.00	993,121.00	-993,121.00	0.0%	0.00				0.00	993,121.00	-993,121.00	0.0%
Total 3000 REVENUE	655,741.50	3,462,440.00	-2,806,698.50	18.94%	1,908,664.62	3,565,791.00	-1,657,126.38	53.53%	2,564,406.12	7,028,231.00	-4,463,824.88	36.49%
Total Revenue	655,741.50	3,462,440.00	-2,806,698.50	18.94%	1,908,664.62	3,565,791.00	-1,657,126.38	53.53%	2,564,406.12	7,028,231.00	-4,463,824.88	36.49%
Gross Profit	655,741.50	3,462,440.00	-2,806,698.50	18.94%	1,908,664.62	3,565,791.00	-1,657,126.38	53.53%	2,564,406.12	7,028,231.00	-4,463,824.88	36.49%
Expense												
3100 · LABOR - OPERATIONS	0.00				204,311.06	813,247.00	-608,935.94	25.12%	204,311.06	813,247.00	-608,935.94	25.12%
3200 VEH & EQUIPMENT												
3201 · Vehicle/Equip Mtce	0.00				12,006.37	30,000.00	-17,993.63	40.02%	12,006.37	30,000.00	-17,993.63	40.02%
3202 · Fixed Capital	0.00				0.00	30,000.00	-30,000.00	0.0%	0.00	30,000.00	-30,000.00	0.0%
3203 · Equipment Rental	0.00				0.00	5,000.00	-5,000.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
3204 · Miscellaneous	0.00				139.25	5,000.00	-4,860.75	2.79%	139.25	5,000.00	-4,860.75	2.79%
Total 3200 VEH & EQUIPMENT	0.00				12,145.62	70,000.00	-57,854.38	17.35%	12,145.62	70,000.00	-57,854.38	17.35%
3300 · CONTRACT LABOR												
3301 · Conduit, Meter, Valve & Misc	0.00				3,512.30	20,000.00	-16,487.70	17.56%	3,512.30	20,000.00	-16,487.70	17.56%
3302 · Buildings & Roads	0.00				3,146.36	20,000.00	-16,853.64	15.73%	3,146.36	20,000.00	-16,853.64	15.73%
3303 · Reservoirs	0.00				0.00	30,000.00	-30,000.00	0.0%	0.00	30,000.00	-30,000.00	0.0%
3304 · Engineering, Misc Services	0.00				0.00	25,000.00	-25,000.00	0.0%	0.00	25,000.00	-25,000.00	0.0%
Total 3300 · CONTRACT LABOR	0.00				6,658.66	95,000.00	-88,341.34	7.01%	6,658.66	95,000.00	-88,341.34	7.01%
3400 · MATERIALS & SUPPLIES												
3401 · Conduit, Meter, Valve & Misc	0.00				3,143.01	65,000.00	-61,856.99	4.84%	3,143.01	65,000.00	-61,856.99	4.84%
3402 · Buildings & Roads	0.00				986.70	8,000.00	-7,013.30	12.33%	986.70	8,000.00	-7,013.30	12.33%
3403 · Reservoirs	0.00				785.25	5,000.00	-4,214.75	15.71%	785.25	5,000.00	-4,214.75	15.71%
Total 3400 · MATERIALS & SUPPLIES	0.00				4,914.96	78,000.00	-73,085.04	6.3%	4,914.96	78,000.00	-73,085.04	6.3%
3500 · OTHER EXPENSES												
3501 · Utilities	0.00				2,226.38	7,000.00	-4,773.62	31.81%	2,226.38	7,000.00	-4,773.62	31.81%
3502 · Uniforms	0.00				175.00	5,000.00	-4,825.00	3.5%	175.00	5,000.00	-4,825.00	3.5%
3503 · Communications	0.00				6,012.81	18,500.00	-12,487.19	32.5%	6,012.81	18,500.00	-12,487.19	32.5%
3504 · USA & Other Services	0.00				660.30	4,000.00	-3,339.70	16.51%	660.30	4,000.00	-3,339.70	16.51%
3505 · Miscellaneous	0.00				3,028.50	8,000.00	-4,971.50	37.86%	3,028.50	8,000.00	-4,971.50	37.86%
3506 · Training	0.00				117.55	3,000.00	-2,882.45	3.92%	117.55	3,000.00	-2,882.45	3.92%
Total 3500 · OTHER EXPENSES	0.00				12,220.54	45,500.00	-33,279.46	26.86%	12,220.54	45,500.00	-33,279.46	26.86%
4100 · LABOR - FISHERIES	203,830.47	692,409.00	-488,578.53	29.44%	0.00				203,830.47	692,409.00	-488,578.53	29.44%
4200 · VEHICLES & EQUIP - FISHERIES												
4270 · Vehicle/Equip Mtce	6,949.63	15,000.00	-8,050.37	46.33%	0.00				6,949.63	15,000.00	-8,050.37	46.33%
4280 · Fixed Capital	0.00	15,000.00	-15,000.00	0.0%	0.00				0.00	15,000.00	-15,000.00	0.0%
4290 · Miscellaneous	45.87	2,500.00	-2,454.13	1.84%	0.00				45.87	2,500.00	-2,454.13	1.84%
Total 4200 · VEHICLES & EQUIP - FISHERIES	6,995.50	32,500.00	-25,504.50	21.53%	0.00				6,995.50	32,500.00	-25,504.50	21.53%

**Cachuma Operation & Maintenance Board
Statement of Revenues and Expenditures**

Budget vs. Actuals July 2018 - Jun 2019

	Fisheries				Operations				TOTAL			
	Jul - Oct 18	Budget	\$ Over Budget	% of Budget	Jul - Oct 18	Budget	\$ Over Budget	% of Budget	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
4220 · CONTRACT LABOR - FISHERIES												
4221 · Meters & Valves	0.00	3,000.00	-3,000.00	0.0%	0.00				0.00	3,000.00	-3,000.00	0.0%
4222 · Fish Projects Maintenance	318.39	25,000.00	-24,681.61	1.27%	0.00				318.39	25,000.00	-24,681.61	1.27%
Total 4220 · CONTRACT LABOR - FISHERIES	318.39	28,000.00	-27,681.61	1.14%	0.00				318.39	28,000.00	-27,681.61	1.14%
4300 · MATERIALS/SUPPLIES - FISHERIES												
4390 · Miscellaneous	3,686.84	7,000.00	-3,313.16	52.67%	0.00				3,686.84	7,000.00	-3,313.16	52.67%
Total 4300 · MATERIALS/SUPPLIES - FISHERIES	3,686.84	7,000.00	-3,313.16	52.67%	0.00				3,686.84	7,000.00	-3,313.16	52.67%
4500 · OTHER EXPENSES - FISHERIES												
4502 · Uniforms	0.00	3,500.00	-3,500.00	0.0%	0.00				0.00	3,500.00	-3,500.00	0.0%
Total 4500 · OTHER EXPENSES - FISHERIES	0.00	3,500.00	-3,500.00	0.0%	0.00				0.00	3,500.00	-3,500.00	0.0%
4999 · GENERAL & ADMINISTRATIVE												
5000 · Director Fees	0.00				1,809.60	12,000.00	-10,190.40	15.08%	1,809.60	12,000.00	-10,190.40	15.08%
5001 · Director Mileage	0.00				104.36	1,000.00	-895.64	10.44%	104.36	1,000.00	-895.64	10.44%
5100 · Legal	0.00				30,699.99	75,000.00	-44,300.01	40.93%	30,699.99	75,000.00	-44,300.01	40.93%
5101 · Audit	0.00				1,636.00	22,750.00	-21,114.00	7.19%	1,636.00	22,750.00	-21,114.00	7.19%
5150 · Unemployment Tax	0.00				0.00	5,000.00	-5,000.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
5200 · Liability Insurance	0.00				38,389.00	50,551.00	-12,162.00	75.94%	38,389.00	50,551.00	-12,162.00	75.94%
5310 · Postage/Office Exp	0.00				1,550.53	5,000.00	-3,449.47	31.01%	1,550.53	5,000.00	-3,449.47	31.01%
5311 · Office Equip/Leases	0.00				2,650.89	9,200.00	-6,549.11	28.81%	2,650.89	9,200.00	-6,549.11	28.81%
5312 · Misc Admin Expenses	0.00				3,582.11	11,500.00	-7,917.89	31.15%	3,582.11	11,500.00	-7,917.89	31.15%
5313 · Communications	0.00				2,840.48	8,500.00	-5,659.52	33.42%	2,840.48	8,500.00	-5,659.52	33.42%
5314 · Utilities	0.00				3,482.88	9,737.00	-6,254.12	35.77%	3,482.88	9,737.00	-6,254.12	35.77%
5315 · Membership Dues	0.00				135.85	9,345.00	-9,209.15	1.45%	135.85	9,345.00	-9,209.15	1.45%
5316 · Admin Fixed Assets	0.00				1,938.92	3,000.00	-1,061.08	64.63%	1,938.92	3,000.00	-1,061.08	64.63%
5318 · Computer Consultant	0.00				5,423.43	15,000.00	-9,576.57	36.16%	5,423.43	15,000.00	-9,576.57	36.16%
5325 · Emp Training/Subscriptions	0.00				510.90	2,000.00	-1,489.10	25.55%	510.90	2,000.00	-1,489.10	25.55%
5330 · Admin Travel/Conferences	0.00				16.30	2,000.00	-1,983.70	0.82%	16.30	2,000.00	-1,983.70	0.82%
5331 · Public Information	0.00				0.00	3,500.00	-3,500.00	0.0%	0.00	3,500.00	-3,500.00	0.0%
5317 · Admin Contract Labor	0.00				18,404.13	47,680.00	-29,275.87	38.6%	18,404.13	47,680.00	-29,275.87	38.6%
Total 4999 · GENERAL & ADMINISTRATIVE	0.00				113,175.37	292,763.00	-179,587.63	38.66%	113,175.37	292,763.00	-179,587.63	38.66%
5299 · ADMIN LABOR	0.00				179,372.50	549,881.00	-370,508.50	32.62%	179,372.50	549,881.00	-370,508.50	32.62%
5400 · GENERAL & ADMIN - FISHERIES												
5407 · Legal - FD	667.00	20,000.00	-19,333.00	3.34%	0.00				667.00	20,000.00	-19,333.00	3.34%
5410 · Postage / Office Supplies	886.34	4,000.00	-3,113.66	22.16%	0.00				886.34	4,000.00	-3,113.66	22.16%
5411 · Office Equipment / Leases	1,427.37	5,418.00	-3,990.63	26.35%	0.00				1,427.37	5,418.00	-3,990.63	26.35%
5412 · Misc. Admin Expense	1,929.07	7,500.00	-5,570.93	25.72%	0.00				1,929.07	7,500.00	-5,570.93	25.72%
5413 · Communications	1,740.68	5,805.00	-4,064.32	29.99%	0.00				1,740.68	5,805.00	-4,064.32	29.99%
5414 · Utilities	1,875.41	5,243.00	-3,367.59	35.77%	0.00				1,875.41	5,243.00	-3,367.59	35.77%
5415 · Membership Dues	178.15	5,955.00	-5,776.85	2.99%	0.00				178.15	5,955.00	-5,776.85	2.99%
5416 · Admin Fixed Assets	1,044.03	3,000.00	-1,955.97	34.8%	0.00				1,044.03	3,000.00	-1,955.97	34.8%
5417 · Admin Contract Labor	9,909.94	23,110.08	-13,200.14	42.88%	0.00				9,909.94	23,110.08	-13,200.14	42.88%
5418 · Computer Consultant	2,920.27	7,000.00	-4,079.73	41.72%	0.00				2,920.27	7,000.00	-4,079.73	41.72%
5425 · Employee Education/Subscription	970.10	2,500.00	-1,529.90	38.8%	0.00				970.10	2,500.00	-1,529.90	38.8%
5426 · Director Fees	974.40	6,500.00	-5,525.60	14.99%	0.00				974.40	6,500.00	-5,525.60	14.99%
5427 · Director Mileage	56.22	500.00	-443.78	11.24%	0.00				56.22	500.00	-443.78	11.24%
5430 · Travel	1,248.82	2,500.00	-1,251.18	49.95%	0.00				1,248.82	2,500.00	-1,251.18	49.95%

**Cachuma Operation & Maintenance Board
Statement of Revenues and Expenditures**

Budget vs. Actuals July 2018 - Jun 2019

	Fisheries				Operations				TOTAL			
	Jul - Oct 18	Budget	\$ Over Budget	% of Budget	Jul - Oct 18	Budget	\$ Over Budget	% of Budget	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
5431 · Public Information	0.00	1,500.00	-1,500.00	0.0%	0.00				0.00	1,500.00	-1,500.00	0.0%
5441 · Audit	504.00	12,250.00	-11,746.00	4.11%	0.00				504.00	12,250.00	-11,746.00	4.11%
5443 · Liab & Property Ins	20,671.00	24,745.00	-4,074.00	83.54%	0.00				20,671.00	24,745.00	-4,074.00	83.54%
Total 5400 · GENERAL & ADMIN - FISHERIES	47,002.80	137,526.08	-90,523.28	34.18%	0.00				47,002.80	137,526.08	-90,523.28	34.18%
5499 · ADMIN LABOR-FISHERIES	62,001.02	211,508.92	-149,507.90	29.31%	0.00				62,001.02	211,508.92	-149,507.90	29.31%
5510 · Integrated Reg. Water Mgt Plan	0.00				0.00	5,000.00	-5,000.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
6000 · SPECIAL PROJECTS												
6062 · SCADA	0.00				431.91	20,000.00	-19,568.09	2.16%	431.91	20,000.00	-19,568.09	2.16%
6090 · COMB Office Building	0.00				0.00	200,000.00	-200,000.00	0.0%	0.00	200,000.00	-200,000.00	0.0%
6096 · SCC Structure Rehabilitation	0.00				42,060.70	484,400.00	-442,339.30	8.68%	42,060.70	484,400.00	-442,339.30	8.68%
6096-2 · SCC Str Rehab Thomas DebrisFlow	0.00				15,690.82				15,690.82	0.00	15,690.82	100.0%
6097 · GIS and Mapping	0.00				900.00	10,000.00	-9,100.00	9.0%	900.00	10,000.00	-9,100.00	9.0%
6105 · ROW Management Program	0.00				0.00	20,000.00	-20,000.00	0.0%	0.00	20,000.00	-20,000.00	0.0%
6118 · Repair Lateral 3 Structure	0.00				185.00	100,000.00	-99,815.00	0.19%	185.00	100,000.00	-99,815.00	0.19%
6120 · Emergency Pumping Fac Project	0.00				28,204.17	230,000.00	-201,795.83	12.26%	28,204.17	230,000.00	-201,795.83	12.26%
6122 · Rehab San Antonio Crk Blow-off	0.00				17,568.50	60,000.00	-42,431.50	29.28%	17,568.50	60,000.00	-42,431.50	29.28%
6132 · Sycamore Canyon Slope Stabiliz	0.00				25,072.82	500,000.00	-474,927.18	5.02%	25,072.82	500,000.00	-474,927.18	5.02%
6132-1 · SycCynSlopeStab-CO Funds FY2017	0.00				0.00	-500,000.00	500,000.00	0.0%	0.00	-500,000.00	500,000.00	0.0%
6136 · SCC Isolation Valve Evaluation	0.00				0.00	25,000.00	-25,000.00	0.0%	0.00	25,000.00	-25,000.00	0.0%
6137 · SCC Lower Reach Lateral Structu	0.00				0.00	50,000.00	-50,000.00	0.0%	0.00	50,000.00	-50,000.00	0.0%
6138 · Cachuma Watershed Mgmt Study	0.00				0.00	417,000.00	-417,000.00	0.0%	0.00	417,000.00	-417,000.00	0.0%
Total 6000 · SPECIAL PROJECTS	0.00				130,113.92	1,616,400.00	-1,486,286.08	8.05%	130,113.92	1,616,400.00	-1,486,286.08	8.05%
6200 · FISHERIES ACTIVITIES												
6201 · FMP Implementation	695.21	45,000.00	-44,304.79	1.55%	0.00				695.21	45,000.00	-44,304.79	1.55%
6202 · GIS and Mapping	0.00	10,000.00	-10,000.00	0.0%	0.00				0.00	10,000.00	-10,000.00	0.0%
6203 · Grants Technical Support	0.00	10,000.00	-10,000.00	0.0%	0.00				0.00	10,000.00	-10,000.00	0.0%
6204 · SYR Hydrology Technical Support	0.00	6,000.00	-6,000.00	0.0%	0.00				0.00	6,000.00	-6,000.00	0.0%
6205 · USGS Stream Gauge Program	7,813.18	100,000.00	-92,186.82	7.81%	0.00				7,813.18	100,000.00	-92,186.82	7.81%
6206 · Tri County Fish Team Funding	0.00	5,000.00	-5,000.00	0.0%	0.00				0.00	5,000.00	-5,000.00	0.0%
6207 · Oak Tree Restoration Program	1,364.78	40,000.00	-38,635.22	3.41%	0.00				1,364.78	40,000.00	-38,635.22	3.41%
Total 6200 · FISHERIES ACTIVITIES	9,873.17	216,000.00	-206,126.83	4.57%	0.00				9,873.17	216,000.00	-206,126.83	4.57%
6300 · HABITAT ENHANCEMENT												
6303 · Tributary Projects Support	0.00	20,000.00	-20,000.00	0.0%	0.00				0.00	20,000.00	-20,000.00	0.0%
6315 · Quiota Creek Crossing 8	0.00	30,000.00	-30,000.00	0.0%	0.00				0.00	30,000.00	-30,000.00	0.0%
6316 · Quiota Creek Crossing 5	587,245.87	960,000.00	-372,754.13	61.17%	0.00				587,245.87	960,000.00	-372,754.13	61.17%
6317 · Salsipuedes Fish Ladder Repair	0.00	8,000.00	-8,000.00	0.0%	0.00				0.00	8,000.00	-8,000.00	0.0%
6318 · Quiota Creek Crossing 9	435,821.40	1,115,996.00	-680,174.60	39.05%	0.00				435,821.40	1,115,996.00	-680,174.60	39.05%
Total 6300 · HABITAT ENHANCEMENT	1,023,067.27	2,133,996.00	-1,110,928.73	47.94%	0.00				1,023,067.27	2,133,996.00	-1,110,928.73	47.94%
7007 · INTEREST EXPENSE-EPFP	0.00				16,378.47				16,378.47	0.00	16,378.47	100.0%
Total Expense	1,356,775.46	3,462,440.00	-2,105,664.54	39.19%	679,291.10	3,565,791.00	-2,886,499.90	19.05%	2,036,066.56	7,028,231.00	-4,992,164.44	28.97%
Net Surplus/(Deficit)	-701,033.96	0.00	-701,033.96	100.0%	1,229,373.52	0.00	1,229,373.52	100.0%	528,339.55	0.00	528,339.55	100.0%

CACHUMA OPERATION & MAINTENANCE BOARD

BOARD MEMORANDUM

Date:	November 26, 2018
Submitted by:	Janet Gingras

SUBJECT: Investment Report – October 31, 2018

RECOMMENDATION

The Board of Directors receive and file the Cachuma Operation and Maintenance Board Investment Report as of October 31, 2018.

DISCUSSION

Cash and investment programs are maintained in accordance with California Government Code Section 53600 et seq. and COMB's adopted investment policy. These policies ensure proper control and safeguards are maintained throughout the financial transaction process. Pursuant to State law, the COMB Board adopts a detailed investment policy through a Board resolution on an annual basis.

Reports on COMB's investment portfolio and cash position are developed and presented to the COMB Board on a monthly basis, in conformity with the California Government Code.

Unrestricted Cash

Unrestricted cash exceeding current operating needs is invested in LAIF to generate interest income. The average monthly effective yield rate, as of October 2018, is reported at 2.144%.

See Table 1 below for a summary of balances held in unrestricted accounts.

TABLE 1		
Unrestricted Reserve Funds	Date	Principal
Local Agency Investment Fund (LAIF)		
Previous Balance	9/30/2018	\$ 1,793,774.22
(+) Deposits/Credits	10/15/2018	9,904.07
	10/31/2018	1,600,000.00
(-) Checks/Withdrawals	10/03/2018	(1,000,000.00)
Statement Balance	10/31/2018	\$ 2,403,678.29

Restricted Cash

The Cachuma Project Warren Act Trust Fund (Trust Fund) and Cachuma Project Master Contract Renewal Fund (Renewal Fund) are two separate funds that have been established through contracts with the U.S. Bureau of Reclamation (Reclamation). The Trust Fund and the Renewal Fund require annual and five-year plans which are used to inform the Funds Committee in making decisions on expenditures for betterment of the Cachuma Project.

See Table 2 below for a summary of balances held in restricted accounts.

TABLE 2			
Restricted Reserve Funds		Date	Principal
American Riviera Bank Renewal Account			
	Previous Balance	9/28/2018	\$ 10,215.61
	(+) Deposits/Credits		-
	(-) Checks/Withdrawals		-
	Statement Balance	10/31/2018	\$ 10,215.61
American Riviera Bank Warren Acct Trust Fund			
	Previous Balance	9/28/2018	\$ 909,054.72
	(+) Deposits/Credits	10/11/2018	155,230.00
	(-) Checks/Withdrawals	10/30/2018	(182,487.50)
	Statement Balance	10/31/2018	\$ 881,797.22

STATEMENT

The above statement of investment activity for the month of October, 2018, complies with legal requirements for investment policy of government agencies, AB 1073. I hereby certify that it constitutes a complete and accurate summary of all American Riviera Bank and LAIF investments of this agency for the period indicated.



 Secretary

Cachuma Operation & Maintenance Board

Paid Claims

As of October 31, 2018

Date	Num	Name	Memo	Amount
1050 - General Fund				
10/01/2018	26331	Bureau of Reclamation	USBR 2017 Deficit payment - City of Santa Barbara	-90,966.00
10/02/2018	26332	Bureau of Reclamation	USBR 2015-2017 Deficit payment - Carpinteria Valley Water District	-231,300.00
10/25/2018	26333	Accountemps	Temp Office Admin Labor W/E 6/28/18-10/19/18	-5,176.48
10/25/2018	26334	ACWA-Joint Powers Insurance Authority	Workers Compensation Program 7/1/2018 - 9/30/2018	-6,565.16
10/25/2018	26335	AECOM Technical Services, Inc.	Quiota Creek Crossing 9 - Engineering Services	-2,375.97
10/25/2018	26336	American Fisheries Society	American Fisheries Society 2019 Dues	-105.00
10/25/2018	26337	Aqua-Flo Supply	Misc Reservoir Supplies (Ops)	-144.90
10/25/2018	26338	Bedrock Building Supplies	SYC Slope Stabilization - Empty Sandbags	-45.68
10/25/2018	26339	VOID	VOID	0.00
10/25/2018	26340	Cabela's LLC/Bass Pro LLC	Waders & Wading Boots (Fish)	-533.86
10/25/2018	26341	Coastal Copy, LP	Copier Maintenance Agreement September 2018 - Taskalfas 3051ci & 6052ci	-678.58
10/25/2018	26342	Cox Communications Santa Barbara	Business Internet - October	-140.00
10/25/2018	26343	Cushman Contracting Corp.	SCC Structure Rehab - Progress Payment #1	-38,097.38
10/25/2018	26344	Famcon Pipe & Supply	San Antonio Creek BO 16" & 18" Valves	-17,400.00
10/25/2018	26345	Frontier Communications	Phone Service - SCADA	-571.99
10/25/2018	26346	Fugro Consultants, Inc.	Quiota Creek Crossing 5 - Construction Materials Testing	-2,743.75
10/25/2018	26347	Fugro Consultants, Inc.	Quiota Creek Crossing 9 - Construction Materials Testing	-5,211.25
10/25/2018	26348	HD Supply Construction Supply, Ltd.	Misc Supplies & Polyfilm Rolls (Ops)	-558.57
10/25/2018	26349	HDR Engineering, Inc.	Engineering Services - Fish Management, Quiota Crossings 0A, 5 & 9	-9,457.62
10/25/2018	26350	Instrument & Valve Services Company	Calibration of Equipment (Ops)	-1,862.42
10/25/2018	26351	J&C Services	Office Cleaning Service 9/21, 9/28, 10/5, 10/12	-600.00
10/25/2018	26352	Krazan & Associates, Inc.	Quiota Creek Crossing 9 - Concrete Construction Testing	-1,405.00
10/25/2018	26353	MarBorg Industries	Portable Facilities - Outlying Stations	-358.22
10/25/2018	26354	Otis Elevator Company	North Portal Elevator Maintenance - Service 10/1/2018 - 3/31/2019	-2,871.36
10/25/2018	26355	Peter Lapidus Construction, Inc.	Quiota Creek Crossing 5 - Construction Services	-80,795.00
10/03/2018	26356	A-OK Power Equipment-SB	Chain Saw Repair (Ops)	-136.01
10/03/2018	26357	Accountemps	Temp Office Admin Labor W/E 9/7/18 - 9/14/18	-3,425.07
10/03/2018	26358	ACWA/Joint Powers Insurance Authority	Auto & General Liability Deposit Premium 10/1/18-10/1/19	-59,060.00
10/03/2018	26359	Association of Ca Water Agencies/JPIA	October Health Benefits Coverage	-33,123.98
10/03/2018	26360	Bureau of Reclamation	1st Period Entitlement 10/1/18-4/1/19	-774,663.54
10/03/2018	26361	Business Card	Quickbooks Upgrade, Training (JG/AP) & Misc Supplies (Ops & Fish)	-1,837.44
10/03/2018	26362	City of Santa-Barbara	Trash / Recycling 8/29/18-9/27/18	-249.88
10/03/2018	26363	CONTECH Engineered Solutions, LLC	Quiota Creek Crossing 5 - Bridge Construction	-165,564.98
10/03/2018	26364	Culligan of Sylmar	RO Rental 10/1/18-10/31/18	-27.95
10/03/2018	26365	Cushman Contracting Corp.	Emergency Pumping System - Pay Req #53 Phase II	-7,000.00
10/03/2018	26366	ECHO Communications	Message Service September 2018	-62.00
10/03/2018	26367	Federal Express	Mailings (Ops & Fish)	-207.63
10/03/2018	26368	Flowers & Associates, Inc.	San Antonio Creek BO - Engineering Consultation	-168.50
10/03/2018	26369	Flowers & Associates, Inc.	SYC Slide Repair - Engineering Services	-17,036.88
10/03/2018	26370	Flowers & Associates, Inc.	Repair Lateral 3 Structure - Engineering Services	-185.00
10/03/2018	26371	J&C Services	Office Cleaning Service 8/24, 8/31, 9/7, 9/14	-600.00
10/03/2018	26372	Kenneth A. Knight, Consulting	Quiota Creek Crossing 9 - Arborist Services	-500.00
10/03/2018	26373	Krazan & Associates, Inc.	Quiota Creek Crossing 9 - Concrete Construction & Lab Testing	-3,985.00
10/03/2018	26374	Kristen Sneddon	Director Meeting Fees September 2018	-309.04
10/03/2018	26375	Lauren W. Hanson	Director Meeting Fees September 2018	-155.45
10/03/2018	26376	MarBorg Industries	Portable Facilities - Outlying Stations	-358.22
10/03/2018	26377	Nestle Pure Life Direct	Operations - Safety	-71.30
10/03/2018	26378	O'Connor Pest Control	Exterminator Services	-275.00
10/03/2018	26379	Paychex, Inc. (Payroll)	Payroll & Payroll Tax Services September 2018	-353.05
10/03/2018	26380	PG&E	Electricity - Tecolote Tunnel & North Portal	-376.59
10/03/2018	26381	Pitney Bowes Global Financial Services	Postage Meter Quarterly Lease Payment 10/10/18-1/9/19	-436.16
10/03/2018	26382	Polly Holcombe	Director Meeting Fees September 2018	-143.42
10/03/2018	26383	Powell Garage	2015 Chevy Silverado 1500 - Replace Brakes (Ops)	-655.90
10/03/2018	26384	Santa Barbara Electronics Supply, LLC	Conduit Meter Supplies	-47.96
10/03/2018	26385	Santa Ynez Band of Chumash Indians	Emergency Pumping Facility - Field Monitoring	-2,365.00
10/03/2018	26386	SB Home Improvement Center	Misc Supplies (Ops & Fish)	-438.51
10/03/2018	26387	Southern California Edison	Electricity - Main Office & Outlying Stations	-1,517.51
10/03/2018	26388	Spatial Wave	GIS & Mapping - Field Maplet Software Maintenance October-December 2018	-900.00
10/03/2018	26389	Turenchalk Network Services, Inc.	Network & Software Support	-2,854.50
10/03/2018	26390	Underground Service Alert of So. Calif.	Ticket Charges & Database Fee	-148.60
10/03/2018	26391	W. Douglas Morgan	Director Meeting Fees September 2018	-321.80
10/03/2018	26392	Wells Fargo Vendor Fin Serv	Copier Lease Payments - Taskalfa 3051ci	-171.28
10/03/2018	26393	Wells Fargo Vendor Fin Serv	Copier Lease Payments - Taskalfa 6052ci	-373.68
10/03/2018	26394	Wright Express Fleet Services	Fleet Fuel September 2018	-2,484.51
10/03/2018	26395	Accountemps	Temp Office Admin Labor W/E 9/21/18	-1,842.57
10/09/2018	26396	Bureau of Reclamation	USBR 2015-2017 Deficit payment - Montecito Water District	-172,833.00
10/10/2018	26397	AT&T	Long Distance Charges 8/28/18-9/27/18	-808.84
10/10/2018	26398	Frontier Communications	Phone Service - Carpinteria	-56.15
10/10/2018	26399	Frontier Communications	Phone Service - Ortega Hill	-56.15
10/10/2018	26400	Frontier Communications	Phone Service - Main Office	-429.83
10/10/2018	26401	Frontier Communications	Phone Service - North Portal	-56.15
10/10/2018	26402	Harrison Hardware	Supplies (Fish)	-629.12
10/10/2018	26403	Musick, Peeler & Garrett LLP	General Counsel August 2018	-6,101.49
10/10/2018	26404	Staples Credit Plan	Office Supplies	-547.65
10/10/2018	26405	Turenchalk Network Services, Inc.	Replace UPS Device and Backup Storage Drive	-1,606.98

Cachuma Operation & Maintenance Board

Paid Claims

As of October 31, 2018

Date	Num	Name	Memo	Amount
1050 - General Fund				
10/25/2018	26406	Peter Lapidus Construction, Inc.	Quiota Creek Crossing 9 - Construction Services	-273,710.00
10/25/2018	26407	Premiere Global Services	Conference Calls July - September 2018	-301.34
10/25/2018	26408	Southern California Edison	Electricity - Outlying Stations	-72.37
10/25/2018	26409	Specialty Tool, LTD	Misc Conduit Supplies	-179.62
10/25/2018	26410	Total Compensation Systems, Inc.	GASB75 Valuation Services	-1,440.00
10/25/2018	26411	Tri-Co Reprographics	Printing - Quiota Creek Crossing 9	-119.63
10/25/2018	26412	Turenchalk Network Services, Inc.	Network & Software Support	-2,486.70
10/25/2018	26413	Verizon Wireless	Wireless Phones & Modems (Ops)	-638.75
10/25/2018	26414	Winema Industrial & Safety Supply	First Aid Kit Supplies	-175.76
10/25/2018	ACH102518A	American Riviera Bank (ARB)	EPFP Loan Payment	-28,123.75
10/25/2018	ACH102518B	American Riviera Bank (ARB)	EPFP Loan Payment	-10,354.21
10/30/2018	26415	Boyd & Associates	Alarm Monitoring 10/1/18-12/31/18	-82.50
10/30/2018	26416	Accountemps	Temp Office Admin Labor W/E 10/19/18	-1,092.48
10/30/2018	26417	All Around Landscape Supply	Straw Wattle 9x25' Roll	-300.02
10/30/2018	26418	Association of Ca Water Agencies/JPIA	November Health Benefits Coverage	-33,123.98
10/30/2018	26419	Bedrock Building Supplies	SYC Slope Stabilization - Winterizing Supplies	-41.71
10/30/2018	26420	Business Card	Supplies & Staff Appreciation Lunch	-598.05
10/30/2018	26421	Cushman Contracting Corp.	Emergency Pumping System - Pay Req #54 Phase II	-7,000.00
10/30/2018	26422	Federal Express	Mailings (Fish)	-92.68
10/30/2018	26423	Filippin Engineering, Inc.	Quiota Creek Crossing 5 - Construction Services through 9/30/18	-2,702.50
10/30/2018	26424	Filippin Engineering, Inc.	Quiota Creek Crossing 9 - Construction Services through 9/30/18	-5,639.00
10/30/2018	26425	Flowers & Associates, Inc.	SYC Slide Repair - Engineering Services	-2,354.96
10/30/2018	26426	HDR Engineering, Inc.	SCC Structure Rehab - Engineering Design - COMB Projects 2014-C-62, 2013-1-42, 2012-1-26	-1,958.19
10/30/2018	26427	Musick, Peeler & Garrett LLP	General Counsel September	-4,393.00
10/30/2018	26428	PG&E	Electricity - Tecolote Tunnel & North Portal	-417.30
10/30/2018	26429	Wells Fargo Vendor Fin Serv	Copier Lease Payments - Taskalfa 3051ci & 6052ci	-411.08
Total 1050 - General Fund				<u>-2,145,333.04</u>
TOTAL				<u>-2,145,333.04</u>

APPROVED FOR PAYMENT

_____ Director

_____ Director

_____ Director

CACHUMA OPERATION & MAINTENANCE BOARD

Fisheries Committee Meeting

3301 Laurel Canyon Road
Santa Barbara, CA 93105

Monday, November 12, 2018
3:00 PM

AGENDA

Chair: Director Holcombe
Member: Director Hanson

1. Call to Order
2. Public Comment (*Public may address the Committee on any subject matter not on the agenda and within the Committee's jurisdiction*)
3. Quiota Creek Fish Passage Improvement Projects (*for information and possible recommendation*)
 - A. Crossing 5
 - B. Crossing 9
4. Hilton Creek Watering System Update (*for information*)
5. Annual Monitoring Reports (AMR) / Annual Monitoring Summary (AMS) Updates (*for information*)
6. Adjournment

NOTICE TO THE PUBLIC

Public Comment: The public is welcome to attend and observe the meeting. A public comment period will be included at the meeting where any member of the public may address the Committee on any subject within the Committee's jurisdiction. The total time for this item will be limited by the Chair.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Cachuma Operation & Maintenance Board (COMB) at 569-1391 at least 48 hours prior to the meeting to enable staff to make reasonable arrangements.

[This Agenda was posted at COMB offices, 3301 Laurel Canyon Road, Santa Barbara, CA and Noticed and Delivered in Accordance with Section 54954.1 and .2 of the Government Code.]

CACHUMA OPERATION & MAINTENANCE BOARD

Operations Committee Meeting

3301 Laurel Canyon Road
Santa Barbara, CA 93105

Wednesday, November 14, 2018
3:30 p.m.

AGENDA

Chair: Director Sneddon
Member: Director Morgan

1. Call to Order
2. Public Comment (*Public may address the Committee on any subject matter not on the agenda and within the Committee's jurisdiction*)
3. Access Easement Agreement / Certificate of Acceptance – Santa Barbara Preserve, LLC (*for information and possible recommendation*)
4. Lake Cachuma Conveyance Operations - Engineering Support (*for information and possible recommendation*)
5. Infrastructure Improvement Projects Update (*for information*)
6. Construction Projects within USBR Right-of-Way (*for information*)
7. Adjournment

NOTICE TO THE PUBLIC

Public Comment: The public is welcome to attend and observe the meeting. A public comment period will be included at the meeting where any member of the public may address the Committee on any subject within the Committee's jurisdiction. The total time for this item will be limited by the Chair.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Cachuma Operation & Maintenance Board (COMB) at 687-4011 at least 48 hours prior to the meeting to enable staff to make reasonable arrangements.

[This Agenda was posted at COMB offices, 3301 Laurel Canyon Road, Santa Barbara, CA and Noticed and Delivered in Accordance with Section 54954.1 and .2 of the Government Code.]

CACHUMA OPERATION & MAINTENANCE BOARD

Administrative Committee Meeting

3301 Laurel Canyon Road
Santa Barbara, CA 93105

Thursday, November 15, 2018
2:00 p.m.

AGENDA

Chair: Director Morgan
Member: Director Hanson

1. Call to Order
2. Public Comment (*Public may address the Committee on any subject matter not on the agenda and within the Committee's jurisdiction*)
3. Revised Board Governance Policy (*for information and possible recommendation*)
4. Director Handbook (*for information*)
5. Proposed Fiscal Policy (*for information and possible recommendation*)
6. Adjournment

NOTICE TO THE PUBLIC

Public Comment: The public is welcome to attend and observe the meeting. A public comment period will be included at the meeting where any member of the public may address the Committee on any subject within the Committee's jurisdiction. The total time for this item will be limited by the Chair.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Cachuma Operation & Maintenance Board (COMB) at 687-4011 at least 48 hours prior to the meeting to enable staff to make reasonable arrangements.

[This Agenda was posted at COMB offices, 3301 Laurel Canyon Road, Santa Barbara, CA and Noticed and Delivered in Accordance with Section 54954.1 and .2 of the Government Code.]

CACHUMA OPERATION & MAINTENANCE BOARD

BOARD MEMORANDUM

Date:	November 26, 2018
Presented by:	Edward Lyons
Approved by:	Janet Gingras

SUBJECT: Resolution No. 674 – Fiscal Policy

RECOMMENDATION:

The Board of Directors adopt Resolution No. 674 and approve the attached Cachuma Operation and Maintenance Board Fiscal Policy.

SUMMARY:

The attached Fiscal Policy is presented to the Board of Directors, through a resolution, for review and approval.

The purpose of this policy is to identify and outline fiscal policies and guidelines pursuant to federal and state law, government code, various Cachuma Project operating and Joint Powers Authority agreements, applicable administrative policies and generally-accepted accounting principles. This policy sets forth the basic framework for the overall fiscal management of the Cachuma Operation and Maintenance Board (COMB) and provides guidelines for evaluating both current activities and proposals for future programs. This policy further provides a guideline to the administrative and finance staff in planning and directing the day-to-day financial affairs, and in developing financial recommendations to the COMB Board.

The objective of this policy is to achieve long-term stability and a positive financial condition. An important aspect of the policy is the application of budget and fiscal policies in the context of a long-term financial approach.

The scope of this policy includes accounting, auditing, financial reporting, internal control, operating and capital budgeting, revenue management, cash and investment management, expenditure control, asset management, strategic plans and debt management.

This policy is intended to be included as a sub-section in a larger, comprehensive administrative and Board policy manual currently under development for this organization.

COMMITTEE STATUS:

The Administrative Committee has reviewed the proposed Fiscal Policy and forwards to the Board of Directors, through a resolution, with a recommendation to approve.

LEGAL CONCURRENCE:

Legal Counsel has reviewed the attached resolution and proposed Fiscal Policy.

LIST OF EXHIBITS:

1. Resolution No. 674
2. Fiscal Policy

RESOLUTION NO. 674

**RESOLUTION OF THE GOVERNING BOARD OF THE
CACHUMA OPERATION & MAINTENANCE BOARD
ADOPTING A FISCAL POLICY**

WHEREAS, the Cachuma Operation & Maintenance Board (“COMB”) is a joint powers authority and public entity, organized and existing in the County of Santa Barbara in accordance with Government Code Section 6500 et seq., and operating pursuant to the 1996 Amended and Restated Agreement for the Establishment of a Board of Control to Operate and Maintain the Cachuma Project - Cachuma Operation And Maintenance Board, dated May 23, 1996 (“Amended and Restated Agreement”), as amended by an Amendment to the Amended and Restated Agreement made effective September 16, 2003 (collectively the “Joint Powers Agreement”); and

WHEREAS, the Member Agencies of COMB consist of the Goleta Water District, the City of Santa Barbara, the Montecito Water District, and the Carpinteria Valley Water District; and

WHEREAS, COMB operates and maintains Cachuma Project facilities pursuant to the Transfer of Operation and Maintenance Contract with the United States Bureau of Reclamation; and

WHEREAS, when investing and managing COMB funds including operating, capital and restricted funds, it is necessary to plan and administer financial transactions to achieve a long-term stable and positive financial condition; and

WHEREAS, staff has developed a Fiscal Policy the purpose of which is to provide a frame work for the overall fiscal management of COMB pursuant to federal and state law, government code, various Cachuma Project operating agreements, applicable administrative polices and generally accepted accounting principles; and

WHEREAS, on November 15, 2018, the COMB Administrative Committee reviewed the Fiscal Policy and forwarded that document to the Board, through this Resolution, with the recommendation to approve it;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF COMB:

1. The Governing Board finds and determines that the facts set forth in the above recitals and in the documents referenced herein are true and correct.
2. The Governing Board approves and adopts the Fiscal Policy.

PASSED, APPROVED AND ADOPTED by the Governing Board of the Cachuma Operation and Maintenance Board, this 26th day of November 2018, by the following roll call vote:

Ayes:

Nays:

Abstain:

APPROVED:

President of the Governing Board

ATTEST:

Secretary of the Governing Board



**POLICY AND PROCEDURE
CACHUMA OPERATION & MAINTENANCE BOARD**

Approval Date:	POLICY TITLE	Policy No.: X.X
XX / XX / XXXX	FISCAL POLICY	Page 1 of 18

X.X FISCAL POLICY

1. PURPOSE AND SCOPE

The purpose of this policy is to identify and outline fiscal policies and guidelines pursuant to federal and state law, government code, various Cachuma Project operating and JPA agreements, applicable administrative policies and generally-accepted accounting principles. This policy sets forth the basic framework for the overall fiscal management of the Cachuma Operation and Maintenance Board (COMB) and provides guidelines for evaluating both current activities and proposals for future programs. This policy further provides a guideline to the administrative and finance staff in planning and directing the day-to-day financial affairs, and in developing financial recommendations to the COMB Board.

The objective of this policy is to achieve long-term stability and a positive financial condition. An important aspect of the policy is the application of budget and fiscal policies in the context of a long-term financial approach.

The scope of this policy includes accounting, auditing, financial reporting, internal control, operating and capital budgeting, revenue management, cash and investment management, expenditure control, asset management, strategic plans and debt management.

2. OPERATING AUTHORITY

The Cachuma Operation and Maintenance Board (COMB) was formed as a Joint Powers Authority (JPA) through an agreement organized by the Cachuma Member Units pursuant to the provisions of Articles 1, 2, and 4 of Chapter 5, Division 7, Title 1 of the California Government Code. The JPA agreement was created to provide for the joint exercise of powers by the Member Agencies for the rights to, the facilities of, and the operation, maintenance and use of the United States, Department of the Interior, Bureau of Reclamation (Reclamation) project known as the Cachuma Project, including storage, treatment, transport and appurtenant facilities, and all necessary tangible and intangible property and rights. COMB also has the authority for the financing of costs for the capture, development, treatment, storage, transport and delivery of water.

COMB has been granted the authority, by various agreements, for administering the provisions, collection and payment of the revenues including the USBR Entitlement Obligation (USBR Water Rates), the Bradbury and Lauro Safety of Dams (SOD) Repayment Obligations, and the State Water Resource Control Board Water Rights Fee.

3. MEMBER AGENCIES

The current Member Agencies of COMB consist of Goleta Water District, the City of Santa Barbara, Montecito Water District and the Carpinteria Valley Water District. The Santa Ynez River Water Conservation District, ID No. 1, an original member of the Board of Directors, notified the COMB Board of its intent to unilaterally withdraw from COMB on May 27, 2016. A Separation Agreement was entered into by the Santa Ynez River Water Conservation District, ID No. 1,

COMB, and the South Coast Member Units and was approved by all parties effective August 28, 2018. Pursuant to the terms and conditions of the Separation Agreement, ID No. 1 was deemed no longer a Member Agency of COMB and had departed from the COMB JPA Agreement as of May 27, 2016.

4. GOVERNING BOARD

As set forth in Section 1.3 of the COMB JPA, COMB is governed by a Board of Directors (Board). The Board is composed of one publicly-elected representative member from each of the governing bodies and is appointed by appropriate action of each governing board to serve on the COMB Board. The appointed Board members are authorized to carry out the provisions of the JPA agreement and any and other agreements entered into by the Governing Board. The Board of Directors are responsible for setting policy on matters such as fiscal management and financial planning, Board administration, infrastructure improvements, and long-range planning documents.

The roles and responsibilities of the Board are further outlined in the Board Governance Policy adopted on June 26, 2017.

5. GENERAL MANAGER

As set forth in Section 2.5 of the COMB JPA, the Board, by a majority vote, as provided in Section 1.3(g) of the COMB JPA, appoints the General Manager. The COMB General Manager provides overall management of the day-to-day and long-term operations and activities of COMB; organizes and assigns responsibilities, and directs and oversees all aspects of the Operations, Fisheries, Engineering, and Administration functions through Division Managers of respective departments. The General Manager serves as the Secretary of the Board and Chief Executive Officer of COMB.

6. BASIS OF ACCOUNTING

COMB operates as a proprietary fund-type. All proprietary fund-types use a flow of economic resources measurement focus. Under this measurement focus, all assets and liabilities associated with the operation of these funds are included on the Statement of Net Position and where appropriate, total net position (i.e., fund equity) are segregated into invested in capital and unrestricted net position. Proprietary fund-type operating statements present increases (revenues) and decreases (expenses) in total net position.

All proprietary fund-types utilize the accrual basis of accounting. Under this method, revenues are recognized when earned, regardless of when received, and expenses are recognized at the time the related liabilities are incurred, regardless of when paid.

COMB's accounting policies and procedures are consistent with:

- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting Standards Board (GASB)
- Office of Management and Budget (OMB) Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations" related to federal assistance and federal grant programs.

7. ANNUAL OPERATING BUDGET

Each year, the Board of Directors approves the COMB Operating Budget for the following fiscal year that runs from July 1 through June 30. The development and adoption of an annual budget is based on the Board of Director's financial and operational policies. The purpose of the budget is to maintain fiscal stability by providing a structural balance between revenues and expenditures

and to identify capital and O&M projects moving forward through Board-adopted planning documents and policy. The Budget provides a framework for effecting policy directives, executing operational plans, and implementing infrastructure improvement projects.

A. BUDGET DEVELOPMENT

Development of the budget is based on a zero-based budgeting methodology. This methodology employs a detailed examination of expenditures wherein only the necessary budget amount for each line item is presented for discussion. This approach addresses fundamental and prioritized service needs and represents the minimum level of funding needed for effective operations.

At the beginning of the annual budget planning cycle, COMB staff prepares estimated budget projections and conducts meetings with the General Managers and technical staff of the Member Agencies. The purpose of these meetings is to receive and incorporate comments into the proposed operating budget prior to submission to the COMB Administrative Committee.

Following review by the Administrative Committee, COMB staff then conducts a budget workshop with the COMB Board, at a public meeting, to review the draft operating budget, the proposed upcoming infrastructure and habitat improvement projects, and any revenue and expenditure assumptions and projections contained therein.

Depending on the quantity or nature of comments received during the budget workshop, the draft budget may be sent back to committee for further consideration or brought back to the Board at its next meeting, as revised, for adoption.

B. BUDGET APPROVAL

The final draft annual COMB Operating Budget is approved and adopted by the Board of Directors through a resolution during a scheduled public meeting.

Once adopted by the Board, management continues to closely monitor and report on projects, expenditures, and revenues throughout the fiscal year to ensure compliance with the budget, as well as the integrity, transparency and quality of operations.

C. BUDGETED EXPENDITURES

As stated in COMB's Procurement Policy, the General Manager has the authority to approve expenditures made for official COMB business up to a maximum of \$25,000, provided such expenditures are within the budget, as adopted by the COMB Board. Purchases of equipment, services, or supplies exceeding \$25,000 are submitted, through the appropriate Committee, to the Board of Directors for review and approval. This expenditure authority limitation does not apply to routine, recurring operational expenses already approved within the annual operating budget, such as salaries, benefits, insurance, legal and IT services.

Emergency expenditures, as defined in COMB's Procurement policy, are subject to approval by the General Manager or designee, who in turn notifies the Board President of actions taken and brings notification to the full Board within 30 days of the expenditure being made. In such an event, a determination is made and considered by the Board if a special assessment is warranted to cover non-budgeted emergency expenditures.

Any capital expenditure or form of indebtedness in excess of one million dollars requires unanimous consent by the COMB Board through a board resolution.

D. BUDGET ADJUSTMENTS / AUGMENTATIONS

The budget may be adjusted or augmented throughout the year by Board action to accommodate an expenditure that was either unanticipated or indeterminable at the time the annual budget was adopted. This process involves a recommendation by staff to the appropriate Board committee prior to submission to the Board for consideration.

A budget adjustment is defined as the process of reallocating budgeted funds to an alternative account and does not change the overall approved budget amount.

A budget augmentation is defined as an increase to the approved budget and the need for additional assessments.

The Board considers the recommendation at a public meeting and approves or rejects such requests by motion and majority vote of the Board. Any budget adjustment or augmentation that increases the cost of a capital expenditure or form of indebtedness in excess of one million dollars requires unanimous consent by the COMB Board through a board resolution.

E. MEMBER AGENCY PAYMENT OF ASSESSMENTS

Current operations of COMB are funded by assessment of the Member Agencies, with the assessments based on the Member Agencies' Cachuma Project entitlement percentages. Operating Assessments are calculated each year through the Budget process. Member Agencies are billed at the start of each quarter for their allocable amount.

Section 4.2 of Article IV of the COMB JPA outlines the division of Cachuma Project Costs among the Member Agencies. Section 4.2 states: "Parties shall divide and pay the administrative costs, the storage operation and maintenance costs, and the conveyance and operations and maintenance costs, including the payment of any loans or obligations incurred by the Cachuma Operation and Maintenance Board pursuant to the provisions of Article I, Section 1.3(h)(iv) and Section 1.3 (i), according to their use of the facilities and their participation in the benefit of the annual yield of the Cachuma Project. Such costs shall be assessed to the parties upon a schedule approved by the Cachuma Operation and Maintenance Board."

F. NON-MEMBER AGENCY PAYMENT OBLIGATIONS

Pursuant to the Separation Agreement between COMB and Santa Ynez River Conservation District, ID No. 1 (ID No. 1), starting in Fiscal Year 2017-18 and going forward, certain actual expenditures incurred by COMB will be collected from ID No. 1 through an invoice issued quarterly to it by COMB. Any expenditures that are disputed by ID No. 1 are to be deposited into an escrow account mutually-identified and agreed to by both parties, and until such time the dispute is resolved pursuant to the provisions set forth in Section 17 of the Agreement.

In addition, COMB collects payments from ID No. 1 for continuing pass-through obligations pursuant to the terms of the Separation Agreement, dated August 31, 2018.

G. UNEXPENDED FUNDS

Unexpended funds occur when assessments (revenues) collected from the Member Agencies through the budget process exceed actual expenditures.

Unexpended funds are identified through the audit process and returned to the Member Agencies using one of four methods. These methods include: 1) the issuance of checks made payable to each Member Agency; 2) constructively returning the unexpended funds by reducing the Member Agency's quarterly assessments; 3) carrying forward unexpended funds for work in process; and/or 4) reducing the projected operating budget for the following fiscal year. The Board of Directors shall take action annually to approve the methodology for return once unexpended funds are identified.

H. FINANCIAL STATEMENT REPORTING

Unaudited financial statements are received and filed by the Board on a monthly basis at a regularly-scheduled public meeting. On a quarterly basis, the Administrative Manager / Chief Financial Officer (CFO) provides a fiscal year-to-date financial review of the unaudited interim financial reports to the Board of Directors, comparing actual expenditures to the Budget.

8. MANAGED REVENUES

In addition to the annual Operating Budget, COMB collects and manages, on behalf of its own Member Agencies and another Cachuma Project Member Unit, various other assessments which are considered pass-through revenues and charges. COMB has been granted the authority, by various agreements, for administering the provisions, collection and payment of these revenues including the USBR Entitlement Obligation (USBR Water Rates), the Bradbury and Lauro Safety of Dams (SOD) Repayment Obligations, and the State Water Resource Control Board Water Rights Fee. COMB is also responsible for managing various federal, state and local grant revenues, as well as various restricted trust fund accounts to be used for the betterment of the Cachuma Project.

A. MEMBER AGENCIES ENTITLEMENT OBLIGATION (USBR WATER RATES)

The Cachuma Project Member Units and the County of Santa Barbara entered into the Agreement Regarding Cachuma Project Water Rates and Administration (Water Rates Agreement) which runs coterminous with the Master Contract for the Cachuma Project (United States Contract No. I75r-1802R). The purpose of the Water Rates Agreement is to provide administration of water rates on behalf of the Cachuma Project Member Units as set forth under the provisions contained within the Master Contract.

Article 3 of the Water Rates Agreement outlines the administration of Water Rates, the allocation thereof and the Cachuma Project Member Unit's obligation to pay.

Article 5 of the Water Rates Agreement grants COMB the authority to administer the provisions of the Water Rates Agreement for the Cachuma Project. This authority includes calculating and distributing bills and assessments for water; administering payments from the Cachuma Member Units to the United States pursuant to the provisions of the Master Contract, the Cachuma Member Unit water supply contracts with Santa Barbara County Water Agency and the water rates agreement. COMB is required to make payment on behalf of the Cachuma member Units directly to the United States to satisfy those agreements.

The USBR water rates are developed annually by the rate-setting branch of Reclamation (Regional Office) located in Sacramento and are based on projected Operating and Maintenance (O&M) costs for the upcoming water year. The South-Central California (Fresno) Area Office is responsible for providing the Regional Office estimated budgets and projected O&M costs pertaining to the Cachuma Project for formulation of the water rates.

USBR Water Rate Deficits occur due to a deficiency in revenues (USBR projected budget) compared to actual operational and any extraordinary costs for a particular fiscal year. Article 14(a) of the Master contract states that interest, administrative and penalty charges will be assessed on delinquent payments.

B. BRADBURY SAFETY OF DAMS (SOD) ACT

Under the terms and conditions of a repayment contract executed in 2002, COMB is responsible for payment to the United States for fifteen percent (15%) of the total amount of Safety of Dams (SOD) Act funds expended by the United States for structural stability and related work at Bradbury Dam.

The 15% obligation under the Bradbury SOD Act Contract is to be repaid by annual payments over a 50-year period. COMB's payment obligation is funded by assessments collected from the Member Agencies in accordance with each Member Agencies' Cachuma Project entitlement percentages. Pursuant to the terms and conditions of the Separation Agreement entered into by the Santa Ynez River Water Conservation District, ID No. 1 (ID No. 1), COMB, and the South Coast Member Units, and which became effective August 28, 2018, ID No. 1 continues to be responsible for its payment obligation under the Bradbury SOD Act Contract in accordance with its Cachuma Project entitlement percentage.

Article 5(a) of the repayment contract states that interest, administrative and penalty charges will be assessed on delinquent payments.

C. LAURO SAFETY OF DAMS (SOD) ACT

Under the terms and conditions of a repayment contract executed in 2006, COMB is responsible for payment to the United States for fifteen percent (15%) of the total amount of Safety of Dams (SOD) Act funds expended by the United States for structural stability and related work at Lauro Dam.

The 15% percent obligation under the Lauro SOD Act Contract is to be repaid by annual payments over a 50-year period. COMB's payment obligation is funded by assessments collected the South Coast Member Agencies (only) in accordance with each Member Agencies' pro-rata Cachuma Project entitlement percentages.

Article 5(a) of the repayment contract states that interest, administrative and penalty charges will be assessed on delinquent payments.

D. ANNUAL WATER RIGHTS FEE ASSESSMENT

Effective January 1, 2004, the California Water Code was amended to require the State Water Resources Control Board (SWRCB) to adopt emergency regulations revising and establishing water right and water quality certification fees to be deposited in the Water Rights Fund in the State Treasury. Since then, the SWRCB has charged annual water right fees. The Water Code authorizes the SWRCB to periodically adjust the fees and requires the SWRCB to revise the fee schedule each fiscal year as necessary to conform to the revenue levels set forth in the annual Budget Act.

COMB is responsible for the assessment and payment of the water right fee on behalf of the Cachuma Project Members. Assessments are made according to the Cachuma Project entitlement percentages with all five Cachuma Member Units being responsible for the Santa Ynez River Permit fees and the four South Coast Member Units being responsible for the Lauro Creek and W. Glen Anne Creek fees.

E. TRUST ACCOUNTS – RESTRICTED FUNDS

The Cachuma Project Warren Act Trust Fund (Warren Act Trust Fund) and Cachuma Project Master Contract Renewal Fund (Renewal Fund) are two separate funds that have been established through contracts with Reclamation and separate agencies (see below).

The use of funds from both the Trust Fund and Renewal Fund offset and reduce the amounts assessed to the member agencies through the annual budget.

Warren Act Trust Fund

The Warren Act Trust Fund is a requirement of the Cachuma Project Warren Act Contract that the Central Coast Water Authority (CCWA) negotiated with Reclamation for delivery and transport of State Water Project (SWP) water through the Cachuma Project facilities.

A 1995 memorandum of understanding (MOU) was executed in conjunction with the Warren Act Contract between CCWA and the Cachuma Project Authority (CPA). The MOU established a charge of \$43 per acre foot (AF) (\$58 initially with a \$15 service charge by Reclamation). Payments are required upon delivery of SWP water to Cachuma Reservoir. CCWA makes quarterly payments to COMB based on the prior quarter's deliveries.

Article 3.a. of the MOU provides that funds be deposited into the Warren Act Trust Fund.

Article 3.c. of the MOU provides that CPA manages and administers the Warren Act Trust Fund. Management of the Warren Act Trust Fund and other obligations of CPA were assumed by the Cachuma Operation and Maintenance Board (COMB) when CPA and COMB merged in October 1996, and is further confirmed by COMB Board Resolution No. 249 adopted in 1997.

Article 4 of the MOU provides for the creation of a Warren Act Trust Fund Committee, which is comprised of one representative each from Reclamation and COMB, and an Advisory Committee comprised of one representative each from the Santa Barbara County Water Agency (SBCWA), U.S. Fish and Wildlife Service, California Department of Fish and Wildlife, and three additional public members. The Warren Act Trust Fund Committee is authorized to prepare and implement a Long Term Plan and Annual Work Plans for expenditure of Warren Act Trust Fund monies for purposes consistent with the MOU. The Advisory Committee participates in discussions held at the Warren Act Trust Fund Committee meetings, but has no vote. CCWA can attend the Warren Act Trust Fund Committee meetings, but has no vote.

The Warren Act Trust Fund Committee shall only take action by unanimous vote. The Committee also determines the use of the funds that shall only be expended consistent with the Long Term (5-Year) Plan and applicable Annual Plan, and approved by the Committee. Expenditures of the Warren Act Trust Fund revenues, as further detailed in the MOU, are considered restricted and are limited to the following:

- a. Environmental Restoration
- b. Wastewater Reclamation
- c. Water Conservation
- d. Innovative Water Management Techniques
- e. Cachuma Project Betterment

Master Contract Renewal Fund (Renewal Fund)

The Renewal Fund is a requirement of the 1995 Renewal Master Contract (executed in 1996) entered into for water conveyance from the Cachuma Project to the five Cachuma Project Member Units, which include the City of Santa Barbara, the Goleta Water District, the Montecito Water District, the Carpinteria Valley Water District, and the Santa Ynez River Water Conservation District, Improvement District No. 1 (ID No. 1).

The Renewal Master Contract requires the payment of \$10 per AF of water made available by the Cachuma Project during the water year which runs from October 1st to September 30th. The Renewal Fund itself is capped at \$257,100, which is related to the current annual operational yield of 25,714 AF.

Payments into the Renewal Fund are made prior to the beginning of each water year. The aggregate amount to be deposited in the Renewal Fund at the start of each Water year by the Cachuma Member Units is not to exceed an amount which bears a ratio to \$257,100, which is inverse to the ratio which the aggregate amount paid into the Warren Act Trust Fund during the immediately preceding Calendar Year bears to \$300,000.

Article 27(a) of the Cachuma Project Renewal Master Contract (MCA 27) established the Renewal Fund into which monies are deposited and from which monies are expended. As provided in this Article, the purpose of Renewal Fund is to finance the following activities:

- a. Mitigation activities for the selected alternative in the Master Contract Renewal EIS/EIR.
- b. Activities which may be required of the Contracting Officer by SWRCB orders affecting the Project Water Rights.
- c. Studies described in sub-article 7 (b) which are specific to conducting and preparing studies and reports that are required to be submitted by Reclamation to the SWRCB pursuant to Board WR94-5 paragraph 3, including fisheries studies and other related studies under the continuing jurisdiction of the SWRCB.
- d. Studies relating to modifications in the Cachuma Project operations pursuant to sub-article 9 (g), including to protect the environment and groundwater quality downstream of Bradbury Dam, conserve Project Water, and promote efficient water management.
- e. Restoration of riparian or other habitat of the Santa Ynez River and its watershed which has been adversely affected by the Project.
- f. Activities of Reclamation pursuant to sub-article 27 (i) that are required by law to be the Contractor, those shall be included in the Long Term Plan and Annual Work Plan and reimbursed by the Renewal Fund.

WATF/RF Funds Committee

The Cachuma Project 1995 Renewal Master Contract states that the contracting officer (Reclamation) and the Cachuma Member Units shall jointly develop a Long Term (5-year) Plan and an Annual Work Plan. Further in the Contract and COMB Board Resolution No. 249, Reclamation and the Cachuma Project Member Units agreed to merge the processes for implementation and administration of the Warren Act Trust Fund and the Renewal Fund under a single committee (referred to as the "Funds Committee") directing the preparation and implementation of Long Term and Annual Work Plans.

Resolution No. 249 also allowed the COMB Board to appoint a representative from the Cachuma Member Units to the Funds Committee who would represent the interests of and provide recommendations from the Cachuma Member Units, as well as work with

Reclamation's committee member to develop joint Long Term and Annual Work Plans for the use of both Funds.

Governing processes from the Funds Committee would apply to the decisions made for the use of the Renewal Funds, specifically that all uses of those funds are unanimous amongst the two representatives. The Cachuma Project Renewal Master Contract specified that five (5) years after adoption of the first Annual Plan, the Contractor (SBCWA) shall be substituted for the Contracting Officer (Reclamation) for the Renewal Fund discussions; this change in representation began in WY2003 and SBCWA has been the representative since that time. The Cachuma Project Renewal Master Contract further dictates that the voting members of the Funds Committee are Reclamation, COMB and SBCWA. COMB manages and administers both the Warren Act Trust Fund and the Renewal Fund accounts, as stipulated in the Cachuma Project Renewal Master Contract and COMB Board Resolution No. 249.

Aggregating the purposes of the two separate funds, money is available for three general categories:

1. Environmental studies and projects related to the fisheries and O. mykiss habitat enhancement within the Santa Ynez River and its tributaries downstream of Bradbury Dam. This includes Cachuma Project Biological Opinion (BiOp) proposed actions, EIR/EIS mitigation activities, SWRCB orders, and water rights-related studies.
2. Water management and conservation by Cachuma Project members.
3. Cachuma Project betterment to the extent that only the Trust Fund can be used for these certain activities

F. SANTA BARBARA COUNTY BETTERMENT FUND

The Cachuma Project Member Unit Contract Agreements between the SBCWA and the Cachuma Member Units in March 1996 include a provision that states "the Water Agency [SBCWA] shall provide \$100,000 per year during the term hereof for beneficial purposes consistent with the Water Agency Act and within the Santa Ynez River watershed and the Cachuma project service area."

During development of the renewal contracts, the SBCWA and the Member Units agreed to expand the potential uses of this \$100,000 per year so as to include a wide range of planning activities and potential projects in the Santa Ynez River watershed and within the Cachuma Project service area. Decisions relating to expenditures of these funds require concurrence by both the SBCWA and the Cachuma Member Units.

All decisions relating to the expenditure of such funds shall be concurred in, by both: a) the SBCWA and b) the appointed representative acting on behalf of the Cachuma Project Member Units, acting by unanimous vote.

G. GRANT FUNDS

COMB actively pursues federal, state, local and other grant opportunities when deemed applicable for projects or studies.

The terms and conditions of the grant are clearly analyzed, identified and presented to the appropriate Board committee prior to going to the Board for consideration. The analysis and presentation includes in-kind or direct matching funds required for the award.

Grant funding is considered to leverage COMB funds. Programs of work financed with grant monies are budgeted in separate general ledger cost centers, and assessments are adjusted to reflect the level of available funding.

In the event that actual grant funding is not sufficient to meet budgeted projections, the project scope of work and projected completion date will be reevaluated. COMB funds may be substituted only after all program priorities and alternatives are considered and Board approval is received.

If grant funds are awarded and received after the budget has been adopted and assessed, any excess assessments collected from the Member Agencies will be returned through the unexpended fund calculation process as discussed in Section 7G of this policy.

Staff reviews grant funds received from federal sources to determine whether such funds are subject to the Federal Single Audit Act of 1984 and the Single Audit Act Amendment of 1996. If so, staff prepares a Schedule of Expenditures of Federal Awards for review by an external auditor.

9. LONG TERM FINANCIAL AND INFRASTRUCTURE IMPROVEMENT PLANNING

Five (5)-Year Infrastructure and Habitat Improvement Plans are developed by COMB staff and used as an internal guideline for forecasting, budgeting and long term financial planning. COMB staff actively pursues outside funding sources for all Infrastructure Improvement Projects. Outside funding sources, such as grants, are used to finance only those Improvement Projects that are consistent with the Five-Year Infrastructure Improvement Project Plans and COMB priorities, and whose operating and maintenance costs have been included in future operating budget forecasts.

Section 1.3 of Article I of the COMB JPA outlines unanimous consent required for the Cachuma Operation and Maintenance Board to take action on certain matters.

Section 1.3.(i).states: *A decision of the Cachuma Operation and Maintenance Board authorizing a capital expenditure in excess of one million dollars or incurring an indebtedness or obligation in excess of one million dollars shall not be effective unless it has been ratified by a resolution approved by all of the parties."*

COMB staff, with the assistance of external consultants, will conduct a reliability study of its critical infrastructure on a periodic basis, to evaluate its current condition, remaining useful life, and future replacement costs.

10. CASH MANAGEMENT

Quarterly operating budget assessments are received from each Member Agency either by check remittance or deposited into the General Fund through a secure deposit method. COMB is notified by the bank receiving the secure deposit.

Grant funds are received through a check draft from the granting agency and deposited into the General Fund bank account. Loan payments are billed on a quarterly basis and deposited into the General Fund account. All other forms of revenue such as miscellaneous land use application fees or interest revenues are received either by a check or automatic deposit.

The balance in the General Fund is reviewed on a monthly basis by the Administrative Manager/CFO against future obligations. The Administrative Manager/CFO makes recommendations to the General Manager regarding whether to transfer any excess funds to the COMB investment account to take advantage of interest earnings.

Expenditures are recorded into the general ledger (accounts payable) when invoices are received from vendors, consultants and service firms. Disbursements for expenses are made at a minimum of twice per month incorporating a three-step approval process for internal control measures.

COMB tracks and records cash receipts and disbursements on a monthly basis per generally accepted accounting principles and receives audited financial statements reflecting a cash flow balancing statement on an annual basis.

11. RESERVE POLICY

A reserve account provides resources to ensure sufficient funding is available to meet operating, capital and debt service obligations, comply with legally mandated requirements, and have the ability to respond to unforeseen events or emergencies. COMB has traditionally operated without a formalized reserve fund and has utilized COMB quarterly assessments for operational expenditures. In addition, special assessments have been authorized by the Board during extraordinary or unforeseen events.

12. BANK ACCOUNTS

A. CHECK SIGNING AUTHORITIES

Authorized signers for each cash fund managed by COMB are approved through a Board resolution on an annual basis at a regularly scheduled public meeting. The resolution states that checks issued require two authorized signatures as listed therein. The resolution also provides that, at the Board's monthly meeting, the Board of Directors review and approve the payment of claims for all checks issued.

A copy resolution is passed onto each financial institution that holds funds for COMB.

B. DEPOSITS

Deposits received in the mail are opened and date stamped by the Administrative Assistant II / Board Secretary and logged into a Daily Deposit Log. All deposits are stamped with a restrictive endorsement "for Deposit Only with [*insert Bank Name*]".

Deposits are forwarded to the Administrative Assistant III / Bookkeeper for deposit and posting.

The Administrative Manager / CFO reviews and initials the deposit log and posting journal as confirmation that deposits received and posted in the accounting ledger agree with the corresponding bank statement.

C. TRANSFERS

A transfer request and supporting documentation is required for all outgoing wire transfers and internal electronic fund transfers.

Transfers are approved by the General Manager and Administrative Manager / CFO.

The Investment Account has been established so that outgoing transfers are deposited into the COMB General Fund or Revolving Fund.

D. ONLINE ACCESS

The General Manager or Designee has on-line administrative access to COMB's fund accounts that are on deposit with a local banking institution. Online access for Administrative staff members is restricted based upon position and responsibility.

Passwords for online access must comply with organization standards. Passwords are to be treated confidentially and are not shared with other staff. Policies may be established requiring the expiration of passwords where appropriate. Upon separation of a staff member, his or her system passwords are immediately terminated to prohibit any unauthorized activities.

E. INTEREST INCOME

Interest income is recognized when earned and recorded separately in the General Ledger as Other Income.

F. RECONCILIATIONS

At the end of each month, the general ledger balance in each fund account is reconciled against the monthly bank statement. Staff compares deposits per the bank statement with those in the accounting records, compares checks that cleared the bank account with those outstanding and written through the month, and reconciles wire transfers and any miscellaneous bank charges.

Staff reviews outstanding reconciling items for stale dates. Staff makes every effort to resolve checks that are outstanding greater than ninety (90) days. COMB adheres to California escheatment laws which require any item that is abandoned, or for whom a legal owner cannot be found, is classified as "unclaimed property." If after three years such property remains unclaimed it "escheats" or transfers to the California government.

Reconciliations are reviewed and approved by both the General Manager and Administrative Manager/CFO on a monthly basis.

13. INVESTMENT ACCOUNT

Cash and investment programs are maintained in accordance with California Government Code Section 53600 et seq. and COMB's adopted investment policy to ensure that proper controls and safeguards are maintained. Pursuant to State law, the COMB Board adopts a detailed investment policy through a Board resolution on an annual basis.

Reports on COMB's investment portfolio and cash position are presented to the COMB Board on a monthly basis at a regularly scheduled public meeting, in conformity with the California Government Code.

14. ACCOUNTS RECEIVABLE

In addition to the annual Operating Budget, COMB collects and manages, on behalf of its own Member Agencies and another Cachuma Project Member Unit, various other assessments which are considered pass-through revenues and charges. COMB has been granted the authority, by various agreements, for administering the provisions, collection and payment of these revenues

The Administrative Manager / CFO or Designee is responsible for the assessment of revenues in accordance with the terms of each respective agreement.

Accounts Receivables are recorded in a separate general ledger account in the accounting system. The General Manager and Administrative Manager review the balance in each Accounts Receivable account on a monthly basis.

Internal controls are implemented to separate billing, collection and general ledger posting functions.

15. FIXED ASSETS

COMB defines Fixed Assets, for the purposes of capitalization, as long-lived tangible items that cost \$5,000 or more. Capitalized fixed assets are categorized as follows:

- Vehicles
- Office Furniture & Equipment
- Mobile Offices
- Field Equipment

Property and equipment held by COMB are stated at cost. Title to the assets of the Cachuma Project is held by the United States of America; those assets are not recorded as assets of COMB. Costs relating to capital improvements, rehabilitation, betterment, maintenance and modifications are therefore reported as expenditures when incurred by COMB.

Additions or improvements that significantly extend the useful life or substantially increase the operating efficiency of an asset are capitalized. Other related costs that only enable an asset to meet its original estimated useful life or operational efficiency are considered maintenance expenditures in the period incurred.

The Administrative Division records all items requiring capitalization in a Fixed Asset schedule. All fixed assets are valued at cost, or estimated cost, if actual cost is not available. Contributed fixed assets are recorded at estimated fair market value at the time received. The Fixed Asset schedule is updated at least annually in conjunction with the annual audit.

A. DEPRECIATION

Estimated useful lives are assigned to the various classes of fixed assets. Depreciation, a measure of the exhaustion of economic resources, is an allocation of the cost of a fixed asset over its useful life.

Depreciation is computed using the straight-line method over the estimated useful lives of the assets, which is generally 5 years. Depreciation can then be used to determine the amount which must be budgeted annually to fund replacement of the item. Depreciation is calculated using the Fixed Asset schedule in conjunction with the annual audit.

16. DEBT FINANCING/MANAGEMENT

A. ISSUANCE OF DEBT

COMB does not use long-term debt to pay for on-going operations. The use of bonds or certificates of participation is only considered for significant capital and infrastructure improvements.

New debt issues, and refinancing of existing debt, must be analyzed for compatibility within COMB's overall financial planning. The review includes, but is not limited to, cash flow analysis and the maintenance of COMB's bond rating. Annual debt service shall not produce an adverse impact upon future operations.

Indebtedness or obligation in excess of one million dollars shall not be effective unless it has been ratified by a resolution approved by unanimous consent of the COMB Board pursuant to Section 1.3. (h). of Article I of the COMB JPA.

B. CREDIT RATING

COMB works to maintain and, if possible, improve its current bond rating(s) in order to minimize costs and preserve access to credit. The factors that contribute to a high rating include COMB's financial management practices, low debt levels, budgetary and fiscal controls, and accountability. To support this policy, COMB will continue to maintain its position of full financial disclosure and proactive fiscal planning.

17. PROCUREMENT

The COMB Board has adopted a formal Procurement policy. The purpose of the policy is to provide an established guideline, define authorities, responsibilities, and set forth uniform procedures for the procurement of equipment, non-professional and professional services, supplies and formal bidding and contracting for COMB.

The General Manager has established a system of internal controls that provide an audit trail for all purchases and provide transparency in the procurement process including the following controls:

- more than one person to be involved in each transaction, end-to-end,
- provide for prior approval of purchases with a purchase order,
- require certification of receipt of material, and
- results in reconciliation of the purchase order with the invoice and final payment.

18. ACCOUNTS PAYABLE

Vendors must submit an IRS Form W-9 Request for Tax Payer Identification and Certification to the Administrative Division prior to payment. A new vendor will not be created in the accounting system without an IRS Form W-9 on file. A determination is made by the Administrative Manager / CFO on the need to file an annual IRS Form 1099-Misc. on payments made to vendors. The Administrative Assistant III / Bookkeeper will process and mail the 1099-Misc in accordance with IRS guidelines.

Invoices sent through the mail or electronically are received and opened by the Administrative Assistant/Board Secretary. Invoices are date stamped upon receipt and matched against supporting documentation (purchase order, packing slips, etc.) and routed to the Division Manager. A project cost tracking sheet is attached to invoices related to infrastructure or habitat improvement projects to confirm a contractor's billing-to-date against contractual agreements and budgeted costs.

Invoices are reviewed and approved by the appropriate Division Manager prior to being entered in the accounting system and scheduled for payment. The General Manager or Administrative Manager/CFO will authorize payment once all supporting documentation and approvals have been obtained.

Checks are pre-printed and pre-numbered. Blank check stock is kept in a locked cabinet or drawer. Only the Administrative Manager or Designee has access the blank check stock inventory.

Checks are not to be postdated, signed blank, or made out to cash. The descriptive stub of each check is attached to the payment voucher/invoice plus any other documentation, such as purchase orders or shipping documents, and filed in check number order in the Paid Claims file.

Per Board adopted policy, all checks require two authorized signers regardless of dollar amount. Checks are mailed to the remittance address listed on the invoice copy unless specific arrangements have been made in advance to pick up a check at the COMB office. If a check is picked up, the person picking up the check must provide identification which agrees with the payee on the check or must have verifiable written authorization from the payee to pick up the check.

19. PAYROLL

COMB uses an outside payroll company to process payroll and required tax deposits. Payroll is processed on a bi-weekly basis. Pay periods end on alternate Fridays unless otherwise stated in an alternative work week schedule. Pay dates are the Friday of the end of the pay period.

Each employee records their time worked on a timesheet. Each timesheet reflects the cost center or task to which the employees' time is charged. Timesheets will also reflect the use of sick, vacation, or other leave time, if applicable. Overtime for employees requires the prior approval of the employee's Division Manager. Completed timesheets are signed by the employee and approved by the Division Manager, General Manager or Designee.

The Administrative Assistant III / Bookkeeper will verify each timesheet for categorical or calculation errors before inputting into a payroll batch. The payroll batch is reviewed and approved by the Administrative Manager / CFO prior to submission to the external payroll provider.

The Administrative Manager / CFO will receive the processed payroll packet directly from the external payroll provider to confirm that all of the checks are for actual employees or other required payments (i.e. garnishments). The Administrative Manager / CFO will also review the corresponding reports to confirm for accuracy and completeness.

The Administrative Assistant III / Bookkeeper prepares checks or electronic funds transfers for employer contributions and/or employee deductions such as contributions to CalPERS retirement, 457 Plan, and miscellaneous garnishments. All checks and fund transfers are approved by the General Manager and Administrative Manager / CFO.

Payroll disbursements are deducted from the Revolving Fund. The Administrative Assistant III / Bookkeeper verifies the ACH withdrawal against the submitted payroll disbursement after each payroll process. The Administrative Assistant III / Bookkeeper monitors the balance in the Revolving Fund and prepares a fund transfer request to replenish the Revolving fund, as needed. The request is approved by the General Manager and Administrative Manager / CFO.

20. PETTY CASH

COMB maintains a petty cash account of \$500. The basic premise for petty cash purchases is that it is less expensive and/or more convenient to pay for small, non-repetitive purchases with cash than with a check.

Petty cash is kept in a locked cash box and secured in a locked filing cabinet or locked desk. The Administrative Manager/CFO will designate a staff member as custodian of the cash box. The custodian will ensure that the petty cash box contains receipts and cash totaling the amount of the fund at all times. The Administrative Manager / CFO will periodically make unannounced inspection of the petty cash box.

A petty cash request form is completed and approved by the appropriate Division Manager and Administrative Manager/CFO prior to reimbursement. The maximum petty cash expenditure is \$200.00; any request over \$200.00 must be approved by the General Manager or his/her

designee. The balance in the petty cash is reconciled monthly by the custodian and approved by the Administrative Manager / CFO.

Requests to replenish the fund are completed by the custodian and approved by the Administrative Manager / CFO. The request is forwarded to the Bank and delivered by a bank courier.

21. EMPLOYEE REIMBURSEMENT

A. TRAVEL REIMBURSEMENT

When possible, COMB staff utilizes a COMB vehicle to travel to outside meetings, conferences or training classes. In certain situations, an employee may be required to use a private vehicle for COMB related business. The employee must provide COMB with a copy of a current valid California driver's license and proof of insurance. COMB will reimburse the employee for actual mileage at the current reimbursement rate set forth by the IRS for business use of an automobile.

B. CONFERENCES OR TRAINING SEMINARS

All conferences and training are approved in advance by the Division Manager and General Manager or Designee. Conference or training registration and overnight lodging, if necessary, are scheduled by the Administrative Assistant II / Board Secretary.

COMB reimburses for the most economical mode of transportation suitable to the business purpose. Whenever possible, COMB staff is required to use a COMB vehicle unless approved by the General Manager in advance as outlined in Section 21.A. of this policy.

COMB will reimburse reasonable meal expenses, as outlined in the Employee Handbook, for each full day of an out of town conference or seminar and during travel days, except in cases when meals are included with the event.

C. BUSINESS MEALS AND MEETINGS

COMB will reimburse the actual cost of meals for business meals with non-COMB employees to discuss Agency business. Itemized receipts must be provided and include the business purpose of meeting and names of individuals in attendance.

D. MATERIALS, SERVICES AND SUPPLIES

COMB staff will submit an expense reimbursement form for the actual cost miscellaneous out-of-pocket expenditures not directly attributable to conferences or training such as miscellaneous supplies or personal property equipment (PPE). The reimbursement request will include a receipt or proper documentation to substantiate the expense. All reimbursement requests will be approved by the appropriate Division Manager and General Manager or Designee.

22. BUSINESS CREDIT CARD

The General Manager or Designee may authorize certain employees to make purchases using an agency credit card. Employees are required to submit a credit card request voucher along with a copy of the invoice or sales order along with a purchase order, if applicable. The credit card voucher is signed off by the General Manager or Designee prior to the credit card transaction.

23. ANNUAL FINANCIAL AUDIT

An annual audit is performed by an independent public accounting firm with an audit opinion to be included with COMB'S published Comprehensive Annual Financial Report (CAFR).

The independent firm will be selected through a Request for Proposal (RFP) process at least once every three years. Staff will review the qualifications of prospective firms and present the selection to the Administrative Committee for consideration. The Committee will in turn forward the selection the COMB Board with a recommendation to approve. The audit contract will be approved by the COMB Board.

The external auditor will present the COMB Board, on an annual basis, with audited financial statements in accordance with Government Auditing Standards issued by the Comptroller General of the United States and the State Controller's Minimum Audit Requirements for California Special Districts. The external auditor will express an opinion about whether the financial statements fairly represent the financial position of COMB.

The external auditor will also evaluate the adequacy of the internal control system, the electronic data processing and, where weaknesses are noted, make appropriate recommendations for improvements. The external auditor will further submit a written management letter which communicates suggested improvements in the District's financial operations, and any deficiencies in internal controls that need to be addressed by COMB.

COMB staff and the external auditor will review funding received in a prior fiscal year related to federal assistance and federal grant awards to determine if a single audit requirement is required. In such an occurrence, the external auditor will perform a single audit of compliance in accordance with Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements*.

24. REPORTING/TRANSPARENCY

Unaudited financial statements are received and filed by the Board on a monthly basis at a regularly scheduled public meeting. The information provided in the Board packet includes a balance sheet, a year-to-date statement of revenue and expenditures, a listing of monthly paid claims and an investment report. The Board packet is also posted to the agency website.

The Administrative Manager / CFO provides, on a quarterly basis, a fiscal year-to-date financial review of the unaudited interim financial reports to the Board of Directors, comparing actual expenditures to the Budget.

In compliance with Government Code section 53891(a), COMB submits its annual Financial Transaction Report and annual Government Compensation in California to the State Controller's office for posting on its public website.

25. SECURITY AND ACCESS:

Security and access levels are determined by the General Manager or Designee for financial and related areas.

Within each system, access permission is set to allow the appropriate level of access depending on staff positions and job duties.

Passwords must comply with organization standards. They are to be treated confidentially and are not shared with other staff. Policies may be established requiring the expiration of passwords where appropriate.

Upon separation of a staff member, their system passwords and alarm code are immediately locked to prohibit any unauthorized activities or entries. Keys to COMB offices and outlying facilities are also returned.

26. DATA BACKUP:

COMB utilizes a hosted offsite backup solution through its external IT consultant to back up its electronic data and software programs.

Data is backed up, on an hourly basis, to a local file server drive located in a locked IT server location. The hourly backup is then encrypted to enable a secure transfer to a storage array hosted by the external IT consultant. A verification process is completed nightly to test the full backup chain health of the offsite backup.

DRAFT

CACHUMA OPERATION & MAINTENANCE BOARD

BOARD MEMORANDUM

Date:	November 26, 2018
Presented by:	Edward Lyons
Approved by:	Janet Gingras

SUBJECT: Resolution No. 676 - Board Governance Policy

RECOMMENDATION:

The Board adopt Resolution No. 676 approving the revised Board Governance Policy as recommended.

SUMMARY:

The attached revised Board Governance Policy is presented to the Board for review and consideration.

At the October 10, 2018 Administrative Committee meeting, the previously approved Board Governance Policy was submitted to the Committee as part of the Draft Director Handbook. In reviewing the Draft Director Handbook and subsequently the Board Governance Policy, the Committee members made suggested minor revisions and updates to the previously approved Board Governance Policy and requested that the document be brought back to the Committee for further review and discussion.

The revised version was submitted to the Committee on November 15th and is being forwarded to the Board for adoption through Resolution No. 676.

LEGAL CONCURRENCE:

Legal Counsel has reviewed the Resolution No. 676 and the Board Governance Policy.

COMMITTEE STATUS:

The Administrative Committee reviewed the Board Governance Policy and forwards to the Board, through a resolution, with a recommendation to approve.

LIST OF EXHIBITS:

1. Resolution No. 676
2. Revised Board Governance Policy

RESOLUTION NO. 676

**RESOLUTION OF THE GOVERNING BOARD OF THE
CACHUMA OPERATION & MAINTENANCE BOARD
ADOPTING A BOARD GOVERNANCE POLICY**

WHEREAS, the Cachuma Operation & Maintenance Board (“COMB”) is a joint powers authority and public entity, organized and existing in the County of Santa Barbara in accordance with Government Code Section 6500 et seq., and operating pursuant to the 1996 Amended and Restated Agreement for the Establishment of a Board of Control to Operate and Maintain the Cachuma Project - Cachuma Operation And Maintenance Board, dated May 23, 1996 (“Amended and Restated Agreement”), as amended by an Amendment to the Amended and Restated Agreement made effective September 16, 2003 (collectively the “Joint Powers Agreement” or “JPA”); and

WHEREAS, the Member Agencies of COMB consist of the Goleta Water District, the City of Santa Barbara, the Montecito Water District, and the Carpinteria Valley Water District, each of whom have a representative on the COMB Governing Board (“Governing Board” or “Board”); and

WHEREAS, COMB operates and maintains Cachuma Project facilities pursuant to the Transfer of Operation and Maintenance Contract with the United States Bureau of Reclamation; and

WHEREAS, COMB Board members and employees of COMB strive to maintain the highest standard of honesty and fairness in carrying out their respective responsibilities and duties to serve the public and the community; and

WHEREAS, a Board Governance Policy is established to set forth the policies that govern the COMB Board consistent with its fiduciary responsibilities, including those provided in the COMB JPA; and

WHEREAS, the Board Governance Policy is established to guide the COMB Board in managing the effectiveness and integrity of the Board’s processes, including oversight, accountability, transparency, efficiency and decision-making; and

WHEREAS, on November 15, 2018, the COMB Administrative Committee reviewed the Board Governance Policy and forwarded that document to the COMB Board, through this Resolution, with the recommendation to approve it;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF COMB:

1. The Governing Board finds and determines that the facts set forth in the above recitals and in the documents referenced herein are true and correct.
2. The Governing Board approves and adopts the Board Governance Policy.

PASSED, APPROVED AND ADOPTED by the Governing Board of the Cachuma Operation and Maintenance Board, this 26th day of November 2018, by the following roll call vote:

Ayes:

Nays:

Abstain:

APPROVED:

President of the Governing Board

ATTEST:

Secretary of the Governing Board

POLICY AND PROCEDURE CACHUMA OPERATION & MAINTENANCE BOARD

Approval Date:	POLICY TITLE	Policy No.: 1.0
June 26, 2017 Revised: November XX, 2018	BOARD GOVERNANCE POLICY	Page 1 of 14

1.0 BOARD GOVERNANCE POLICY

PURPOSE AND SCOPE

This Policy applies to the Governing Board of Directors (Board) of the Cachuma Operation and Maintenance Board (COMB), and is specifically designed and intended to promote and maintain the highest ethical and professional standards for its members. The effective operation of COMB mandates that all decisions and policy be lawfully made within the authorized government structure, and in a manner preventing this public office from being used for personal gain. ~~More importantly, in~~ carrying out their duties and responsibilities, Board members must remain objective and responsive to the needs of the public and communities that they serve. Accordingly, it is the policy of COMB that Board members and COMB employees shall maintain the highest standard of personal and professional honesty, ethics and fairness in carrying out their duties.

This Policy sets forth the basic professional and ethical standards to be followed by the Board. The objectives of this Policy are to (1) outline the function, role and responsibility of the Board; (2) provide guidance for dealing with ethical issues; (3) heighten awareness of these ethical issues and values as critical elements in Board members' conduct and governing practices; and (4) support effective and timely decision-making.

This Policy is being adopted pursuant to Section 1.7 of the 1996 Amended and Restated Joint Powers Agreement (COMB JPA) for the Establishment of a Board of Control to Operate and Maintain the Cachuma Project ~~—Cachuma Operation and Maintenance Board (COMB JPA).~~

RESPONSIBILITIES OF PUBLIC OFFICE

As set forth in Section 1.3 of the COMB JPA, COMB shall be governed by a Board of Directors (Board), which shall conduct the business and policy-making affairs of COMB, and in that capacity, shall determine all provisions of COMB policy. All powers of COMB are exercised through the Board.

Members of the Board are obligated to uphold both the Constitution of the United States and the Constitution of the State of California. Board members will also comply with all applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. ~~Board members will further strive to work in cooperation with other public officials, unless prohibited from so doing by law or officially recognized confidentiality of their work.~~ (California Government Code Section 1360; and Article 20, Section 3 of the California Constitution.)

FUNCTION OF THE BOARD OF DIRECTORS

As set forth in Sections 1.3 et seq. and 1.7, and Articles II and III of the COMB JPA, the Board has numerous **enumerated** powers, including, among other things, adopting resolutions and policies, appropriating funds, adhering to contractual agreements, and performing such other duties and responsibilities as are required of it or otherwise allowed by law. The Board

establishes policy through broad policy directive and general task assignments. The Board also has the authority to appoint a General Manager as well as review the General Manager's performance and establish his/her compensation level annually.

1.1 POWER VESTED IN THE BOARD OF DIRECTORS

The Board shall exercise and control or authorize the exercise and control of all the business and affairs of COMB, subject to the limitations of this document, the State Constitution, and other applicable state and federal laws.

1.2 CODE OF CONDUCT AND DECORUM

In adopting this Policy, the Board finds it critically important to include the following Code of Conduct and Decorum for members of the Board in order to promote and maintain the highest standards of personal and professional conduct in governance. While recognizing that conflict and disagreement are at times part of the public decision-making process, the Board acknowledges and values its duty to serve, at all times, as a model of ethical and civil behavior for all members of the Board, the public and for all COMB employees. Board decisions and actions must therefore, comport with the highest ethical and professional standards and strictly adhere to the provisions of this Policy.

As noted in Section 1.7 of the COMB JPA, except as otherwise provided for by any other law, rule or regulation, the latest edition of Robert's Rules of Order shall be used in the conduct of COMB meetings and other proceedings.

1.2.1 Conduct of Public Meetings

Each member of the Board has a duty to:

- (A) Thoroughly and diligently prepare for Regular Board, Special Board and Committee meetings by reviewing and understanding the background, purpose, and available materials relating to the noticed agenda items prior to the meeting.
- (B) When necessary, seek relevant information about agenda items and operational matters by contacting the General Manager prior to a Board or Committee Meeting.
- (C) Respect ~~confidences and~~ information designated as "confidential," including any such confidential information received during any closed session of the Board held under applicable state law. ~~Do not disclose any~~ information received during any closed session of the Board is not to be disclosed except in scheduled closed sessions of Member Agency boards and is to be held in confidence by those board members as well.
- (D) Recuse oneself from any discussion or agenda item where a possible conflict of interest or lack of impartiality exists.
- (E) Treat all persons with respect by actively listening to other viewpoints, and do not interrupt, ignore, or degrade the contributions of others. Members of the Board are expected to will at all times use professional language and avoid abusive and/or discourteous or disrespectful gestures or actions.
- (F) State one's views concisely and clearly during Board and Committee meetings. Refrain from discussing non-agenda items.

- (G) Refrain from abusive conduct, personal charges, or verbal attacks upon the character, motives, ethics, morals, or comments of other Members of the Board, COMB staff, or the public.
- (H) Make impartial decisions that are consistent with COMB's mission statement, the requirements of the Political Reform Act, Regulations of the Fair Political Practices Commission, and any and all applicable federal, state and local laws.
- (I) Provide fair and equal treatment of all persons and matters coming before the Board.

1.2.2 Conduct in Office

Each member of the Board has a duty to:

- (A) ~~Strive to work in cooperation with other public officials, unless prohibited from so doing by law or officially-recognized confidentiality of their work.~~
- (B) Abide by and defend all applicable laws and policies, including especially the political campaign, lobbying, and conflict of interest laws enforced by the Fair Political Practices Commission, state laws, and COMB's Policies and Procedures Manual.
- (C) Safeguard the obligation to make independent, objective, fair, and impartial judgments by scrupulously avoiding financial relationships and transactions that may compromise, or give the appearance of compromising, objectivity, independence, and honesty.
- (D) Carefully consider whether an action exceeds, or appears to exceed, the authority of office for personal or financial gain. When in doubt, avoid actions that create, in the mind of a reasonable observer, the appearance of impropriety, ethical lapses, legal violations, or actions inconsistent with this Policy.
- (E) Respond to requests from media in a manner consistent with the approved and established COMB Media Relations Policy.
- (F) Refrain from making any unauthorized commitments or promises of any kind purporting to bind COMB. Refrain from any gratuitous comments that may harm or prejudice COMB's position in litigation or potential litigation.
- (G) Refrain from using one's status as a COMB Board member to influence the outcome of any non-COMB community meeting.
- (H) When attending non-COMB community meetings s as a private citizen, indicate such when expressing personal opinions, and refer any questions relating to COMB policies to COMB's General Manager.
- (I) Utilize resources, including, but not limited to, equipment, supplies, staff time, telephones, computers, and fax machines, in a manner consistent with COMB policies, the Fair Political Practices Commission regulations, and any other applicable state laws.
- (J) Correspondence paid for with public funds or on COMB stationery shall relate to bona fide COMB business and must not purport to advance or advocate a policy not previously approved by the Board.

- (K) Report COMB activities to his or her respective Member agency, on a regular basis.

1.2.3 Violation of Code of Conduct and Decorum Policy

The President of the Board shall request that any Board member, who is breaching the rules of decorum, immediately refrain from such conduct, ~~and should be orderly and comply with this Policy. After receiving such a warning, t~~The President may agendaize an item for the next meeting of the Board to discuss the Member's conduct and ask the Board to determine whether the conduct at issue is in violation of this Policy. In the event a majority of the Board determines that the conduct at issue was in violation of this Policy, the Board majority, as provided under Section 1.3(g) of the COMB JPA, may impose any of the following remedial actions:

- (a) Issue a letter of warning from the Board;
- (b) Adopt a Resolution expressing disapproval of the conduct of the Board member and censure by the Board;
- (c) Remove the Board member from his/her position on any committees or officer status;
- (d) Deny or reduce payment of per diem and/or expense reimbursement for the Board meetings at which the violation(s) occurred.

If the President of the Board fails to enforce the rules set forth above, any Board member may move the Board to require the President to do so, and an affirmative vote of the majority of the Board, as provided under Section 1.3(g) of the COMB JPA, shall require him/her to do so. In the event the President of the Board fails to carry out the will of a majority of the Board, the majority may designate another member of the Board to act as President for the limited purpose of enforcing any rule of this Policy that it wishes enforced.

1.3 FAIR AND EQUAL TREATMENT

Board members, in the performance of their official duties and responsibilities, shall not discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, genetic information, military service status, medical condition or physical or mental disability. A Board member shall not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances. (See, e.g., Article 1, Section 31 of the California Constitution; Age Discrimination Employment Act of 1967 (29 U.S.C., Section 621-634); Americans with Disabilities Act of 1990 (42 U.S.C., Section 12101 et. Seq.); Fair Employment and Housing Act (Government Code, Section 12900 et. Seq.); Rehabilitation Act of 1973 (29 U.S.C., Section 701 et. Seq.); Title VII of the Civil Rights Act of 1964 (42 U.S.C., Section 2000e et. Seq.); Labor Code Section 1102.)

1.4 OFFICIAL COMMUNICATION

Correspondence paid for with public funds or on COMB stationery must relate to bona fide COMB business and shall not purport to advance or advocate a policy not previously approved by the Board. No individual Board member, except as otherwise authorized by the Board, shall sign and send correspondence on COMB letterhead purporting to be official COMB communication without authorization from the Board. When otherwise signing correspondence using their title as a member of the Board and presenting their individual opinions and positions, members of the Board shall explicitly state they do not represent COMB on that particular matter.

1.5 USE OF CONFIDENTIAL INFORMATION

- (A) A Board member is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to any person not authorized to receive such information, that (1) has been received for, or during, a closed session meeting of the Board, or (2) is protected from disclosure under the attorney/client, attorney work product or other evidentiary privilege.
- (B) This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by COMB, an elected official or employee, (2) expressing an opinion concerning the propriety or legality of actions taken by COMB in closed session, including disclosure of the nature and extent of the allegedly unlawful action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing any confidential information pursuant to (1) or (2) above, however, a Board member should immediately first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to timely cure any alleged violation.
- (C) A Board member who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under California Government Code Section 1098. (See also California Government Code Section 54963.)

1.6 ETHICS

The conduct of COMB's Board members, officers, and employees shall be consistent with the laws of the State of California, including, but not limited to, the California Public Officers' and Employees' Ethics Act, California Government Code Section 53235.

1.7 VIOLATION OF ETHICS POLICY

A perceived violation of this policy by a Board member should be referred to the President of the Board or the full Board for investigation. If the conduct is found to be a violation of COMB's policy by an affirmative vote of a majority of the Board in an open and public meeting, as provided under Section 1.3(g) of the COMB JPA, the violation may be addressed by the use of such remedies as are available by law to COMB, including, but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (b) injunctive relief, or (c) referral of the violation to the District Attorney and/or the County Grand Jury.

1.8 CONFLICT OF INTEREST

- (A) A Board member shall not have a financial interest in a contract with COMB, or be a purchaser at a sale by COMB or a vendor at a purchase made by COMB, unless the Board member's participation was authorized under Government Code Sections 1091 or 1091.5, or other provisions of law. (See COMB Conflict of Interest Code under separate cover.)
- (B) A Board member shall not recommend the employment of a relative by COMB. A Board member will not recommend the employment of a relative to any person known by the Board member to be bidding for or negotiating a contract with COMB.

- (C) A Board member who knowingly asks for, accepts or agrees to receive any gift, reward or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a criminal violation. (See California Government Code Section 1090 et seq. and California Penal Code Sections 67 through 70.)

1.9 COMPLIANCE WITH THE BROWN ACT

The members of the Board, and persons elected, but who have not yet assumed office as members of the Board, shall fully comply with the provisions of the state's open meeting law for public agencies, commonly referred to as the "Ralph M. Brown Act" or "Brown Act". (California Government Code Sections 54950 et seq., including 54952.1 and 54959.)

1.10 INCOMPATIBLE OFFICES

A Board member shall not hold a public office, the duties of which may require action contradictory or inconsistent with his or her duties as a Board member (as determined under applicable law). (See, generally, 73 Cal.Op.Atty. Gen. 357 (1990); and California Government Code Section 53227.)

1.11 IMPROPER ACTIVITIES AND THE REPORTING OF SUCH ACTIVITIES; PROTECTION OF "WHISTLE BLOWERS"

- (A) The General Manager has the primary responsibility for (1) ensuring compliance with COMB's Policies and Procedures Manual and Employee Handbook; and ensuring that COMB employees do not engage in improper activities; (2) investigating allegations of improper activities; and (3) taking appropriate and timely corrective and disciplinary actions.

Board members are encouraged to fulfill their obligation to the public and COMB by disclosing to the General Manager, to the extent not expressly prohibited by law, improper activities within their knowledge. Board members shall not interfere with the General Manager's responsibilities in identifying, investigating, abating and correcting improper activities, unless the full Board determines that the General Manager is not properly or timely carrying out these responsibilities.

- (B) A Board member shall not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Board member or COMB employee of any law or regulation, gross waste of COMB funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a COMB official or employee, use of a COMB office or position or of COMB resources for personal gain, or a conflict of interest with a COMB Board member or COMB employee.
- (C) A Board member shall not use or threaten to use any official authority or influence to effect any action as a reprisal against a COMB Board member or COMB employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section. (California Labor Code Section 1102.5 et seq.; Government Code Sections 53298 and 53298.5.)

1.12 PROPER USE AND SAFEGUARDING OF AGENCY PROPERTY AND RESOURCES

Except as specifically authorized, a Board member shall not use or permit the use of COMB-owned vehicles, equipment, telephones, materials or property for personal benefit or profit. A Board member shall not ask or require a COMB employee to perform services for the personal benefit or profit of a Board member or employee. Each Board member must protect and properly use any COMB asset within his or her control including information recorded on paper or in electronic form.

1.13 TERM OF APPOINTMENT

As set forth in Section 1.2 of the COMB JPA, COMB was created as a separate public Joint Powers Authority pursuant to California Government Code Section 6500 et seq., wherein the Board serves as the Governing Body appointed by its respective Member Agencies of which the members are elected representatives.

- (A) Each Board member shall serve until a successor is dully appointed and qualified, unless the member earlier is removed from office or resigns or otherwise leaves office.

1.14 BOARD OFFICERS

As provided in Section 2.1 of the COMB JPA, the Board shall elect by vote, one of its members as President and one of its members as Vice President. A Board member can elect not to serve in those offices. The President and Vice President shall serve a one-year term and shall serve at the pleasure of the Board. Elections shall be held during the last month of each fiscal year. At the meeting at which such an election is held, the Board shall also appoint both a Secretary to the Board and an Assistant Secretary to the Board. (See Section 2.1 of the COMB JPA). The Board shall also appoint a Treasurer/Auditor-Controller. (See Section 2.2 of the COMB JPA).

In electing these offices, the President of the Board shall call for nominations from members of the Board. No second shall be required. Once all nominations have been made, the President of the Board shall call for a roll call vote. A majority vote of the Board, as provided under Section 1.3(g) of the COMB JPA, shall be required for election. If only one person should be nominated for an office, the Board may act by motion and roll call vote to elect such nominee.

1.15 VACANCIES IN BOARD OF DIRECTORS

- (A) Events Creating Vacancies. A vacancy in a Board member's term of office shall be deemed to exist in the case of death, resignation, disqualification of the member, or if a member has been declared of unsound mind by order of a court or if a member has been convicted of a felony.
- (B) Replacement. Whenever a vacancy occurs on the Board, a replacement to serve out the unexpired term shall be appointed by the COMB Member Agency from which the vacancy was generated.

1.16 RESIGNATION

Any officer elected pursuant to Section 1.14 above may resign at any time by giving verbal or written notice to the Board or to the Secretary of the Board. Any resignation shall take effect upon receipt of such notice or at any later time specified therein. Unless otherwise specified in the notice, acceptance of the resignation shall not be necessary to make it effective.

1.17 REMOVAL OF OFFICERS

Any officer elected pursuant to Section 1.14 above may be removed by a majority vote of the Board, as provided under Section 1.3(g) of the COMB JPA, whenever in its judgment, the best interests of COMB would be served.

1.18 VACANCIES IN OFFICES

A vacancy in any elected office under Section 1.15 above, because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board for the unexpired portion of the officer's term, pursuant to the selection provisions of Section 1.14 above. In case of the Secretary or Treasurer, the President may appoint a new Secretary or Treasurer to serve until such time as the Board shall appoint a successor and the person or persons so appointed have qualified.

1.19 DUTIES OF PRESIDENT OF THE BOARD

The President of the Board shall serve as Chair ~~of the Board~~ and preside over and conduct the meetings of the Board according to the Ralph M. Brown Act, and maintain order and decorum. The latest edition of Robert's Rules of Order shall be used as a general guideline for meeting protocol. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions, and any discussion questions that follow said actions. The President shall carry out duties as required or imposed by law or a vote of the Board, as provided in Section 1.3(g) of the COMB JPA. In so doing, the President shall have the following powers and responsibilities:

- (A) To assure that business of the Board is conducted in an orderly and businesslike manner and to enforce reasonable rules of decorum.
- (B) To appoint committees as soon as practical following an election and modify appointments to internal committees at any time.
- (C) To follow the prepared and noticed agenda, unless the Board concurs to any changes that are within the Board's purview.
- (D) To set reasonable limits upon the length of time a member of the public may speak at open meetings.
- (E) To recognize Board Members who wish to be heard and allow them the opportunity to speak without interruption, in order to completely convey their position.
- (F) To restate, where necessary, and to put to a vote all questions properly before the Board and to announce the result of each vote.
- (G) To request termination of debate after there has been reasonable opportunity for full discussion of any issue and further debate would be needlessly repetitive or otherwise not useful, and where proper, to put the matter to a vote.
- (H) To rule out-of-order any comment by Board members, staff, or members of the public not germane to the issue before the Board.
- (I) To declare the meeting adjourned, if in his/her judgment, an emergency exists requiring adjournment.

- (J) To authenticate by signature official records of COMB and to sign letters of support or opposition regarding legislation or make other COMB position statements upon receiving direction from the Board.
- (K) To be granted the authority by the full Board to officially represent the Board in any public announcements, and ~~can~~ thereby, speak on behalf of the Board in support of the formal decisions of the full Board.
- (L) When representing the Board at meetings or events other than ceremonial and those assigned as a committee representative, the President shall make every effort to notify the full Board prior to the meeting or event- or if that is not possible, to provide a report to the Board thereafter.
- (M) Execute on behalf of COMB, all of the following Board-approved actions:
 - (1) All bonds and instruments creating debt ~~against COMB.~~
 - (2) All Board resolutions.
 - (3) Agreements with the United States, State of California, or any other governmental entity, department or political subdivision, unless delegated in writing to the General Manager by the President or allowed the General Manager by other sections in this manual.
 - (4) The countersigning of disbursement checks.
 - (5) Agreements specifically authorized and directed by the Board.
 - (6) Real estate leases, and all deeds and conveyance documents in which COMB is a grantor of any interest.
 - (7) Contracts and agreements authorized by the Board which cause COMB to incur extraordinary expenditures not described within COMB's annual budget.
 - (8) All other contracts and agreements specifically required of the President by applicable law.
- (N) Represent the will of the Board.

1.20 DUTIES OF VICE PRESIDENT OF THE BOARD

- (A) The Vice President shall act only in cases of the inability or refusal to act by the President of the Board, or in the absence of the President, and shall assume those powers and duties granted the President. The determination as to the inability or refusal to act by the President shall be made by a vote of the Board, as provided under Section 1.3(g) of the COMB JPA.
- (B) The President may request any member of the Board to represent COMB outside of the Board meetings. When no designee is appointed by the President, the Vice President shall represent COMB.

1.21 SUCCESSION OF AUTHORITY

In the event that the offices of President and Vice President are vacant or the members of the Board occupying those offices are absent or otherwise unavailable, a designated member of the Board shall serve as Acting President of the Board, with all the power and authority of the President.

If no member of the Board is able to represent the President (other than in Board meetings) the General Manager or his/her designated staff member shall do so and shall notify the Board of such action in advance, or in the case of emergency, as soon after the action as possible.

1.22 DUTIES OF THE SECRETARY

As set forth in Section 2.1(c) of the COMB JPA, the Secretary shall take and prepare minutes of the Board, and attest to the minutes, resolutions, and other documents of the Board. The Secretary shall also prepare, post, and publish notices as required by law. The Secretary shall declare a meeting adjourned to a stated time and place if there is a lack of quorum. The Secretary shall maintain official records of the Board and carry out other duties as required or imposed by law or a majority vote of the Board. The Assistant Secretary shall exercise the duties of the Secretary if the Secretary is absent or unable to act. The Secretary shall have the following powers and responsibilities:

- (A) Serve as custodian of the records of COMB and of its seal; cause minutes of all meetings of the Board to be kept, ~~such and the~~ minutes shall not be "final" or "official" until they have been formally approved by the Board; assist the Board in such particulars as it may direct in the performance of its duties; and perform those duties authorized by the California Government Code, or by this manual.
- (B) Attest, under the seal of COMB, all certified copies of the official records and files of COMB.
- (C) Serve as Treasurer of COMB, unless a Treasurer is otherwise provided for by the Board.
- (D) The Board may appoint an Assistant Secretary to function in the absence of the Secretary with all the power and authority of the Secretary.

1.23 APPOINTMENT OF TREASURER/AUDITOR-CONTROLLER

As set forth in Section 2.2 of the COMB JPA, the Board shall appoint a Treasurer/Auditor-Controller. The Treasurer/Auditor-Controller shall implement and maintain a system of auditing and accounting that will completely and at all times show the financial condition of COMB in accordance with generally accepted accounting principles and legal requirements. The Board will retain and periodically review the work of an auditor as an independent contractor of COMB (other than the Treasurer/Auditor-Controller), who shall conduct an annual audit of COMB's books, records and financial affairs, and report its findings to the Board.

1.24 DUTIES OF TREASURER/AUDITOR-~~C~~ONTROLLER

The Treasurer/Auditor-Controller shall have the following powers and responsibilities:

- (A) Serve as custodian of all money, bonds, or other securities of COMB.
- (B) Determine the cash requirements of COMB and provide for the deposit and investment of all money in accordance with COMB's investment policy.

- (C) Receive all public funds and money payable to COMB, including all assessments, grant funds, and intergovernmental revenue, and keep an accurate, detailed account of those funds and money as required by law and as directed by the Board.
- (D) Collect all assessments as provided by law and the COMB JPA.
- (E) Sign all COMB checks. Prior to affixing the signature, the Treasurer shall determine that a sufficient amount is on deposit in the appropriate bank account of COMB to honor the check.
- (F) Promptly deposit all COMB funds in the appropriate bank accounts of COMB. COMB funds shall not be commingled with funds of another person or entity.
- (G) Monitor all expenditures during the fiscal year to determine compliance with COMB's Procurement Policy and adopted Budget.
- (H) Be subject to discipline, including, but not limited to, termination and referral to the District Attorney for possible criminal prosecution if the Treasurer/Auditor-Controller, or any other employee or officer of COMB, is using COMB funds for personal profit or for any purpose not authorized by law.

1.25 FORMATION OF COMMITTEES

The President of the Board may form committees composed of ~~the Board's~~ own members for such purposes as he/she deems appropriate, and consistent with applicable open meeting laws.

1.26 COMMITTEES

COMB has five standing committees: the Administrative Committee (financial, personnel and legal matters); the Operations Committee; the Fisheries Committee; the Public Outreach Committee; and the Lake Cachuma Oak Tree Committee. Each of these committees is composed of two Board members and one alternate Board member. Appointments to the committees are made by the President of the Board, typically during the first month of the fiscal year or as necessary. The committees meet with staff on an as-needed basis, and review and recommend proposed actions to the Board in regard to, among other things, capital improvements, finance, and other matters. On occasion, COMB utilizes ad-hoc committees that are temporary in nature.

- (A) Appointment of Committee Members. The President of the Board shall appoint members of the Board to various committees and shall designate the Chair and alternate for each committee.
- (B) Meetings of Committees. Meetings of committees shall be held at such time as the members of the individual committees agree. Notice of committee meetings shall be given to all Board members in a timely fashion, with meetings noticed as required by law. The Chair of the committee or designated replacement shall conduct all meetings of the committee.
- (D) Committee Reports. Committee reports shall be made by the Chair of the committee at the Regular Board meeting conducted each month.

1.27 TRAINING

Every two years, each member of the Board shall provide a certification of Code of Ethics training in order to maintain compliance with AB 1234.

1.28 BOARD MEMBERS' COMPENSATION

Each member of the Board will receive compensation for service on the Board and will be paid monthly, in a manner consistent with applicable state law and COMB's approved and established Ordinance.

1.29 CHANGES IN COMPENSATION

Changes in the compensation of Board members will require the approval of the Board during an open meeting of the Board held at least 60 days prior to the effective date of the change.

1.30 RELATIONSHIP BETWEEN COMB BOARD, BOARD MEMBERS AND GENERAL MANAGER

- (A) The Board is the governing body of COMB, and in that capacity, sets policy for COMB. The General Manager reports to the COMB Board. The Board shall act only at its regular, special or emergency meetings. All powers of COMB shall be exercised and performed by the Board as a body. Individual Board members, except as otherwise authorized by the Board, shall have no power to act on behalf of COMB, or the Board, or to direct the staff of COMB.
- (B) COMB's General Manager serves at the pleasure of the Board. The Board will provide policy direction to the General Manager on matters within the authority of the Board by vote of the Board during duly-convened Board meetings, as provided in Section 1.3(g) of the COMB JPA. Members of the Board shall make requests for information, analysis, or other work related activities through the General Manager, and will limit, except in very rare circumstances, making such requests directly to COMB staff and employees.
- (C) COMB's General Manager is responsible for overall management of the day-to-day and long-term operations and activities of COMB; organizes and assigns responsibilities and directs and oversees the management provided by subordinate managers consistent with COMB policy and other provisions of law.
- (D) The General Manager shall devote his/her full attention to the performance of the assigned powers and duties and shall not engage in other outside employment without the consent of the Board.

1.31 ADMINISTRATIVE POWERS VESTED IN GENERAL MANAGER

The General Manager shall serve and act as the chief executive officer of COMB. The executive and administrative powers of COMB are vested in and exercised by and through the General Manager and his/her designees and/or employees.

1.32 APPOINTMENT OF GENERAL MANAGER

As set forth in Section 2.5 of the COMB JPA, the Board, by a majority vote, as provided in Section 1.3(g) of the COMB JPA, shall appoint the General Manager. The General Manager shall be appointed solely on the basis of his/her ability, integrity and prior experience relating to the duties of the office, including, but not limited to, abilities of public administration and leadership; and shall possess managerial capabilities as in the opinion of the Board befit him/her to provide professional advice and recommendations to the Board and direction to COMB staff.

1.33 POWERS AND DUTIES OF THE GENERAL MANAGER

The powers and duties of the General Manager include, but are not limited to:

- Provides overall management of the day-to-day and long-term operations and activities of COMB; organizes and assigns responsibilities and directs and oversees the management provided by subordinate managers and employees.
- Interprets and ensures compliance with all COMB policies, procedures, and contractual obligations, standards of quality and safety, and all applicable local, state and federal laws and regulations; approves periodic updates of standard operating procedures, emergency action plans, and the employee handbook.
- Within a broad framework established by the Board, directs the establishment of overall strategic plans, long-term goals and objectives for the agency; guides departmental long- and short-term planning and the development of departmental goals and objectives.
- Coordinates the development and management of COMB's annual budget; reviews and approves expenditures and deposits; manages investments of excess revenue and reserve funds.
- Represents COMB in certain matters involving the U.S. Bureau of Reclamation, the County of Santa Barbara, the five Member Units of the Cachuma Project and all other public agencies and private groups; coordinates activities and schedules projects.
- Works with the COMB general counsel and other attorneys as needed to develop plans and strategies to resolve contractual and legal issues.
- Keeps the Board informed of COMB activities and of laws, issues or problems that may affect COMB operations; requests policy and related actions from the Board; directs the preparation of meeting materials for the Board and its committees and attends all Board meetings.
- Selects, supervises and evaluates the performance of subordinate managerial and support staff. Provides for appropriate training and professional/technical development for staff, and implements disciplinary action as appropriate.
- Directs COMB fiscal, administrative, engineering, construction and maintenance activities through subordinate personnel; provides guidance and direction to management staff on issues related to general management of their functions, policies and procedures, finance, inter-and intra-organizational coordination, and personnel management.
- Provides final authority on COMB personnel matters, including a safety program, benefits programs, payroll and other employee services, and employment/discharge of all staff.
- Implements risk management policies and manages insurance programs.
- Performs or oversees the monitoring and evaluation of legislation, trends and issues affecting the water industry, and directs the formulation of appropriate responses thereto.
- Receives and responds to inquiries, concerns and complaints regarding COMB projects, policies, programs, activities, subpoenas, Grand Jury requests, public record act requests, and media requests according to approved and established policy.
- Performs general administrative duties as required.

1.34 AGENDA PREPARATION AND DISTRIBUTION

- (A) The General Manager or his/her designee shall be responsible for developing the agenda for each Board meeting. Agenda items will be generated by the need to conduct COMB's business in a timely manner. Any member of the Board may place an item on the agenda of a Board meeting for initial discussion, provided the request meets the agenda posting requirements.
- (B) All agenda items shall have an accompanying written staff report that provides detailed objective information to sufficiently inform the Board and facilitate Board deliberations.
- (C) A member of the public has the right to present items to the Board under the agenda item "Public Comment," as long as those items are under the subject matter jurisdiction of the COMB Board. At that time, the Board may discuss placing the item on a future agenda.

In addition, a member of the public may request that a matter be placed on the Board agenda by making a written request to the General Manager, who will obtain the approval of the President of the Board before placing the item on an agenda for initial discussion.

- (D) The Board Secretary shall be responsible for the preparation and distribution of Board meeting agendas and shall coordinate the assembly of supporting documents.

1.35 APPOINTMENT OF GENERAL COUNSEL

The Board shall appoint, by a majority vote of the Board, as provided under Section 1.3(g) of the COMB JPA, a qualified person or firm, who is a member in good standing of the California State Bar, to serve as General Counsel. He/She shall be engaged and act as the General Counsel for COMB and perform such other duties as assigned by the Board or by the General Manager.

CACHUMA OPERATION & MAINTENANCE BOARD

BOARD MEMORANDUM

Date:	November 26, 2018
Submitted by:	Edward Lyons
Approved by:	Janet Gingras

SUBJECT: Director Handbook

RECOMMENDATION:

The Board receive and file the proposed Director Handbook.

SUMMARY:

As new Directors are appointed to the COMB Governing Board, it is essential they become familiar with the organization, actively engage in their role and responsibilities as a COMB Director, and become acquainted with Board adopted policies and procedures. The attached proposed Director Handbook was created as a reference manual and contains useful information concerning the responsibilities of a COMB Board Member. In addition, the information is intended to assist new Directors in performing their job effectively by providing the history on the Cachuma Project, the background and location of the Cachuma Project conveyance facilities, and the purpose, formation and functions of the COMB Board. The Director Handbook will be provided to each new Director during orientation along with other key policies and contract documents for reference.

LEGAL CONCURRENCE:

General Counsel has reviewed the proposed Director Handbook.

COMMITTEE STATUS:

The Administrative Committee reviewed the proposed Director handbook and forwards to the Board with a recommendation to receive and file.

LIST OF EXHIBITS:

1. Proposed Director Handbook

DIRECTOR HANDBOOK



Mission Statement:

*“To provide a reliable source of water
to our Member Agencies in an
efficient and cost effective manner
for the betterment of our community.”*

November 2018



A California Joint Powers Authority

Item #8

Exhibit #1

Page 1

Director
Cachuma Operation and Maintenance Board
Board of Directors



The Cachuma Operation and Maintenance Board (COMB) **Directors Handbook** is designed to assist you in fulfilling your role as a Director on the Governing Board of COMB. This Handbook was created as a reference manual and contains useful information concerning the responsibilities of a Board Member, as well as various policies and procedures to assist you in performing your job effectively.

The Handbook is divided into seven sections including:

1. History of COMB
2. Conveyance Facilities and Operations
3. Drought Response and Management
4. Annual Operating Budget and Managed Revenues
5. Organizational Chart
6. Facilities Map
7. Board Governance Policy

The first four sections of this Handbook outline the history of the Cachuma Project, the purpose, formation and composition of COMB, and the background and location of the Cachuma Project conveyance facilities. In addition, described are COMB's responsibilities related to the Transferred Project Works contract, the implementation of the 2000 Biological Opinion issued by the National Marine Fisheries Service (NMFS), COMB's drought response and management efforts, and a synopsis of the annual operating budget and managed revenues.

Sections Five and Six provide an overview of the organizational structure and map of operational facilities.

Section Seven, the Board Governance Policy, provides policy guidance for the role of a Director and summarizes information pertaining to compensation, ethics requirements and the conflict of interest code for Board Members. This policy was originally adopted by the Board in July 2017 with a revised version adopted by the Board in November 2018.

COMB has a proud history of committed service to our Member Agencies and outside stakeholders. We understand that service with COMB, whether in the capacity of an appointed Director, or as an employee, is done with the best interest of the public in mind. At the heart of this effort is fostering and maintaining effective working relationships among the Board of Directors and staff. We hope you find this Handbook helpful in your new role as a Director of COMB.

Welcome to COMB!

Regards,

Janet L. Gingras, M.B.A
General Manager/Secretary of the Board

*Goleta Water District
City of Santa Barbara
Montecito Water District
Carpinteria Valley Water District*

TABLE OF CONTENTS

HISTORY OF COMB.....	4
CONVEYANCE FACILITIES AND OPERATIONS.....	5
<i>Transferred Project Works Contract</i>	5
<i>Biological Opinion Implementation</i>	5
DROUGHT RESPONSE AND MANAGEMENT	7
ANNUAL OPERATING BUDGET AND MANAGED REVENUES	7
ORGANIZATIONAL CHART.....	8
FACILITIES MAP	10
BOARD GOVERNANCE POLICY	Error! Bookmark not defined.
1.0 BOARD GOVERNANCE POLICY.....	Error! Bookmark not defined.
1.1 POWER VESTED IN THE BOARD OF DIRECTORS	Error! Bookmark not defined.
1.2 CODE OF CONDUCT AND DECORUM	Error! Bookmark not defined.
1.3 FAIR AND EQUAL TREATMENT	Error! Bookmark not defined.
1.4 OFFICIAL COMMUNICATION	Error! Bookmark not defined.
1.5 USE OF CONFIDENTIAL INFORMATION.....	Error! Bookmark not defined.
1.6 ETHICS	Error! Bookmark not defined.
1.7 VIOLATION OF ETHICS POLICY	Error! Bookmark not defined.
1.8 CONFLICT OF INTEREST	Error! Bookmark not defined.
1.9 COMPLIANCE WITH THE BROWN ACT.....	Error! Bookmark not defined.
1.10 INCOMPATIBLE OFFICES.....	Error! Bookmark not defined.
1.11 IMPROPER ACTIVITIES AND THE REPORTING OF SUCH ACTIVITIES; PROTECTION OF “WHISTLE BLOWERS”.....	Error! Bookmark not defined.
1.12 PROPER USE AND SAFEGUARDING OF AGENCY PROPERTY AND RESOURCES.....	Error! Bookmark not defined.
1.13 TERM OF APPOINTMENT	Error! Bookmark not defined.
1.14 BOARD OFFICERS.....	Error! Bookmark not defined.
1.15 VACANCIES IN BOARD OF DIRECTORS	Error! Bookmark not defined.
1.16 RESIGNATION.....	Error! Bookmark not defined.
1.17 REMOVAL OF OFFICERS.....	Error! Bookmark not defined.
1.18 VACANCIES IN OFFICES	Error! Bookmark not defined.
1.19 DUTIES OF PRESIDENT OF THE BOARD.....	Error! Bookmark not defined.
1.20 DUTIES OF VICE PRESIDENT OF THE BOARD	Error! Bookmark not defined.
1.21 SUCCESSION OF AUTHORITY	Error! Bookmark not defined.
1.22 DUTIES OF THE SECRETARY.....	Error! Bookmark not defined.
1.23 APPOINTMENT OF TREASURER/AUDITOR-CONTROLLER.....	Error! Bookmark not defined.
1.24 DUTIES OF TREASURER/AUDITOR CONTROLLER.....	Error! Bookmark not defined.
1.25 FORMATION OF COMMITTEES.....	Error! Bookmark not defined.
1.26 COMMITTEES.....	Error! Bookmark not defined.
1.27 TRAINING.....	Error! Bookmark not defined.
1.28 BOARD MEMBERS’ COMPENSATION	Error! Bookmark not defined.
1.29 CHANGES IN COMPENSATION.....	Error! Bookmark not defined.
1.30 RELATIONSHIP BETWEEN COMB BOARD, BOARD MEMBERS AND GENERAL MANAGER.....	Error! Bookmark not defined.
1.31 ADMINISTRATIVE POWERS VESTED IN GENERAL MANAGER	Error! Bookmark not defined.
1.32 APPOINTMENT OF GENERAL MANAGER	Error! Bookmark not defined.
1.33 POWERS AND DUTIES OF THE GENERAL MANAGER.....	Error! Bookmark not defined.
1.34 AGENDA PREPARATION AND DISTRIBUTION	Error! Bookmark not defined.
1.35 APPOINTMENT OF GENERAL COUNSEL	Error! Bookmark not defined.

HISTORY OF COMB

The Cachuma Project was constructed in the early 1950s by the United States Department of the Interior, Bureau of Reclamation (Reclamation or USBR) under contract with the Santa Barbara County Water Agency on behalf of the Cachuma Project Member Units. The Member Units consist of the City of Santa Barbara, Goleta Water District, Montecito Water District, Carpinteria Valley Water District, and the Santa Ynez River Water Conservation District, Improvement District No. 1. The Member Units entered into contracts with the Santa Barbara County Water Agency for the purpose of receiving water from the Cachuma Project for the use and benefit of the Member Units. Over the past 60 years, the Project has been the principal water supply for the Upper Santa Ynez Valley and the South Coast communities, delivering an average of approximately 25,000 acre-feet per year.



On January 1, 1957, the Cachuma Operation and Maintenance Board (COMB) was formed as a Joint Powers Authority (JPA) through an agreement organized by the Cachuma Project Member Units pursuant to the provisions of Articles 1, 2, and 4 of Chapter 5, Division 7, Title 1 of the California Government Code. The resulting JPA agreement was entered into by the Member Units, who, in doing so, became Member Agencies of COMB, in order to provide for the joint exercise of powers by those Member Agencies for the rights to, the facilities of, and the operation, maintenance and use of the Reclamation's project known as the "Cachuma Project." These rights and powers included the storage, treatment, transport and appurtenant facilities, and all necessary tangible and intangible property and rights. Under the JPA Agreement, COMB also has the authority for the financing of costs for the capture, development, treatment, storage, transport and delivery of water.

Originally, COMB's organizational structure consisted of six (6) Cachuma Project beneficiaries, including Goleta Water District, the City of Santa Barbara, Montecito Water District, Summerland Water District, Carpinteria County Water District, and Santa Ynez River Water Conservation District (Parent District). In 1993, the Parent District assigned its rights and obligations under Contract No. 175r-1802 (Water Repayment Contract between USBR and Santa Barbara County) to Santa Ynez River Water Conservation District, Improvement District No. 1 (ID No. 1). In 1995, the Summerland Water District reorganized with Montecito Water District as successor in interest. In 2018, the Santa Ynez River Water Conservation District, ID No. 1, separated from COMB. The Santa Ynez River Water Conservation District, ID No. 1, an original member of the Board of Directors, notified the COMB Board of its intent to unilaterally withdraw from COMB on May 27, 2016. A Separation Agreement was entered into by the Santa Ynez River Water Conservation District, ID No. 1, COMB, and the South Coast Member Units and was

approved by all parties effective August 28, 2018. Pursuant to the terms and conditions of the Separation Agreement, ID No. 1 was deemed no longer a Member Agency of COMB and had departed from the COMB JPA Agreement as of May 27, 2016. Today, the organization is comprised of the four South Coast Cachuma Project Member Units, known collectively as COMB's Member Agencies.

The COMB Governing Board is composed of one publicly-elected representative member from each of the governing bodies and is appointed by appropriate action of each governing board to serve as a Director on the COMB Board. The appointed Board members are authorized to carry out the provisions of the JPA agreement and any and other agreements entered into by the Governing Board. The Governing Board is responsible for setting policy on matters such as fiscal management and financial planning, Board administration, infrastructure improvements, and long range planning documents. Day-to-day operations are executed by the General Manager, who serves at the pleasure of the Board. The General Manager oversees a staff of 12 full-time employees, including division managers, certified distribution operators, senior biology staff, a water resources engineer, financial analyst, and administrative personnel.

The COMB Governing Board conducts business of the agency on a monthly basis and meets regularly at the COMB Headquarters on the fourth Monday of each month. Special meetings are conducted on an as-needed basis as called for by the Governing Board President.

CONVEYANCE FACILITIES AND OPERATIONS

During the mid-1950s, Reclamation constructed the Cachuma Project for diversion, storage, carriage, and distribution of waters of the Santa Ynez River and its tributaries for irrigation, municipal, industrial, domestic and other beneficial uses. Lake Cachuma and Bradbury Dam are located on the Santa Ynez River approximately 25 miles northwest of Santa Barbara. Water from Lake Cachuma is conveyed to the COMB Member Agencies through the Tecolote Tunnel intake tower at the east end of the reservoir. The Tecolote Tunnel extends 6.4 miles through the Santa Ynez Mountains from Lake Cachuma to the headworks of the South Coast Conduit. The South Coast Conduit system is a high pressure concrete pipeline that extends from the Tecolote Tunnel south portal outlet to the Carpinteria area, a distance of over 26 miles, and includes four regulating reservoirs and various appurtenant structures. COMB, through a Transferred Project Works contract with Reclamation, is responsible for operating and maintaining the Cachuma Project facilities.

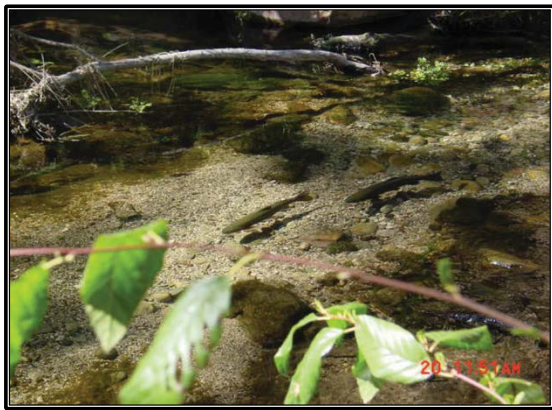
Transferred Project Works Contract

On February 24, 1956, Reclamation, the original Member Units, and the Santa Barbara County Water Agency entered into a contract that provided for the transfer of Operation and Maintenance (O&M) of Transferred Project works to the original Member Units. The O & M contract has been amended by various contracts since that time, one of which was executed with COMB as the contractor. In March 2003, Reclamation entered into a new

contract with COMB for the operation and care of the transferred project works, including the Tecolote Tunnel and the South Coast Conduit system. The contract remains in effect through September 30, 2020.



COMB is responsible for diversion of water to the South Coast through the Tecolote Tunnel, and operation and maintenance of the South Coast Conduit pipeline, flow control valves, meters, and instrumentation at control stations, and turnouts along the South Coast Conduit and at four regulating reservoirs. COMB staff coordinates closely with Reclamation and the COMB Member Agencies to ensure that water supplies meet daily demands. Additional responsibilities include the reading of meters and accounting for Cachuma Project water deliveries on a monthly basis, and performing repairs and preventative maintenance on Project facilities and equipment. COMB safeguards Project lands and rights-of-way on the South Coast as the contractor for Reclamation, and is responsible for issuing Project water production and use reports, operations reports, fisheries reports, and financial and investment reports which track operation and maintenance expenditures.



The Cachuma Project Biological Opinion (2000 BiOp) and the Lower Santa Ynez River Fish Management Plan (FMP) were issued in 2000 for implementation of Southern California Steelhead (Steelhead) management actions developed over many years of study by the Cachuma Project Member Units. Implementation activities include ongoing scientific studies along the river, monitoring and recording changing conditions, and implementation of fish passage improvements as outlined in the 2000 Biological Opinion. The National Marine Fisheries Service (NMFS) is the

agency that oversees protection of Steelhead (*Oncorhynchus mykiss*, *O. mykiss*). The 2000 BiOp addresses the effects of the proposed Cachuma Project operations on Steelhead and its designated critical habitat, in accordance with Section 7 of the Endangered Species Act of 1973.

On behalf of Reclamation, COMB is responsible for implementation of the 2000 BiOp and FMP. The goal of this work is to provide physical projects and management strategies that meet Reclamation's Endangered Species Act responsibilities for endangered Steelhead, while keeping a balance between fish management, other ecological needs, and the delivery of adequate water supplies to customers of local water agencies and groundwater recharge. The staff of COMB's Fisheries Division is responsible for implementing this program of work.

DROUGHT RESPONSE AND MANAGEMENT

Efficient use of water has long been a priority within the Cachuma Project Service Area. Water purveyors are dependent on local water supplies, and have experienced periodic droughts including 1989-91, and the current multi-year drought which commenced in 2012. During drought, the COMB Member Agencies dramatically increase their conservation efforts in order to minimize the impact of water shortages on the community. Drought conditions can last many years; the reductions in Cachuma Project water supplies have a major impact on water supply management for the South Coast Member Agencies.

During the drought that began in 2012, COMB was responsible for the implementation of the Emergency Pumping Facility Project (EPFP), which allowed water to be pumped and conveyed during the time when lake levels are extremely low and cannot flow via gravity into the Tecolote Tunnel. After an all-time low capacity of 7% of capacity during 2016, Lake Cachuma rebounded to approximately 50% during the February 2017 storms and subsequent inflows.



ANNUAL OPERATING BUDGET AND MANAGED REVENUES

The development and adoption of an annual budget is based on Board financial and operational policies. The purpose of the annual budget is to maintain fiscal stability by providing a structural balance between revenues and expenditures and to identify capital and operational maintenance projects moving forward through Board adopted planning and policies. In addition, the budget provides the financial resources necessary to achieve or advance management strategies and goals. Specifically, it serves as a financial road map and communication tool describing programs of work, resource requirements, and functions as a guideline in accomplishing our mission in the most efficient, fiscally sustainable manner while ensuring maximum value to our Member Agencies.

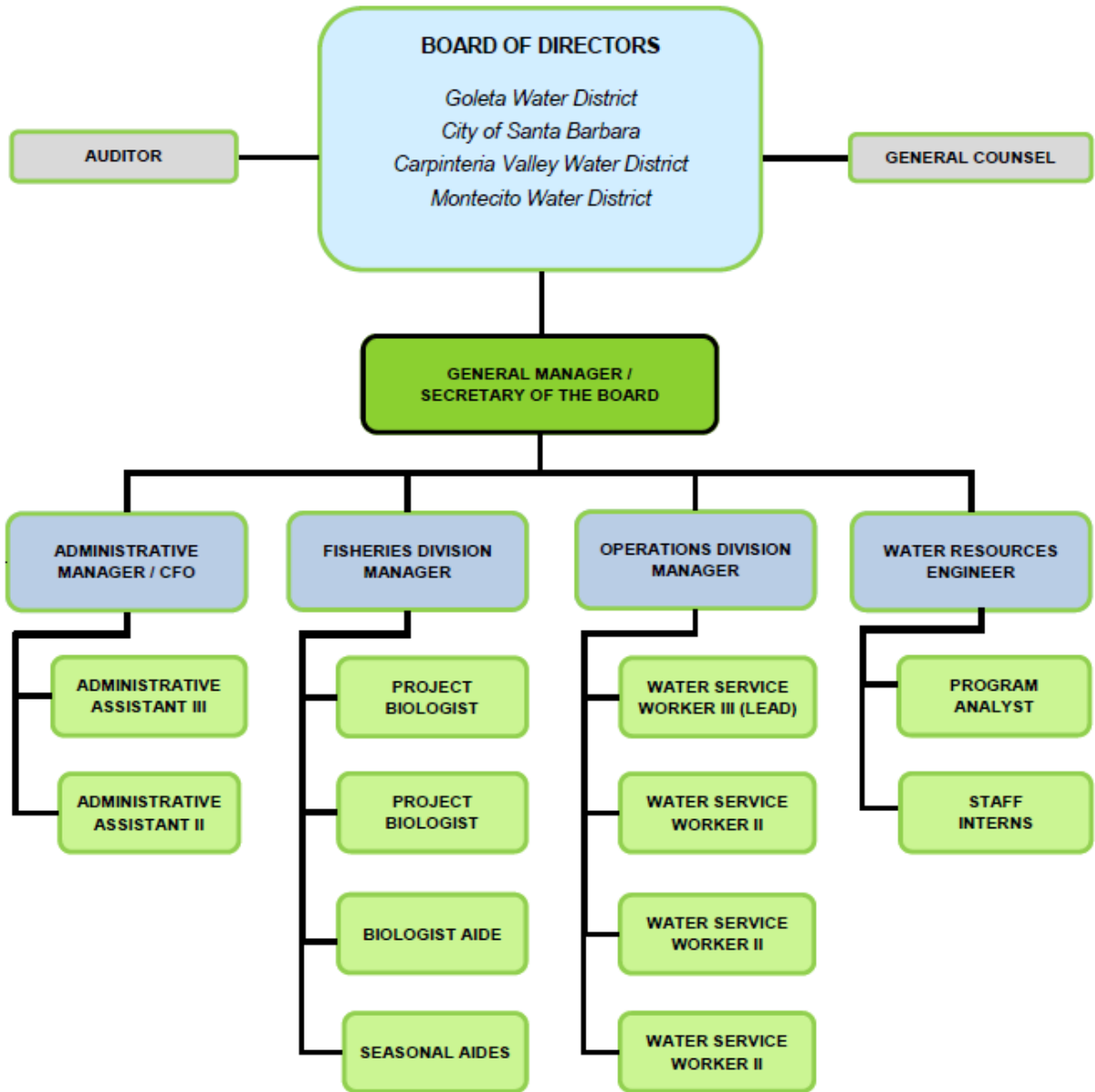
Each year, the Board of Directors approves the COMB Operating Budget for the following fiscal year which runs from July 1 through June 30. The Operating Budget provides a framework for effecting policy directives, executing operational plans, and implementing infrastructure improvement projects. Once approved by the Board, management continues to closely monitor projects, expenditures, and revenues throughout the fiscal year to ensure integrity, transparency and quality of operations.

In addition to the annual Operating Budget, COMB collects and manages various other assessments that are considered pass-through revenues and charges. COMB has been

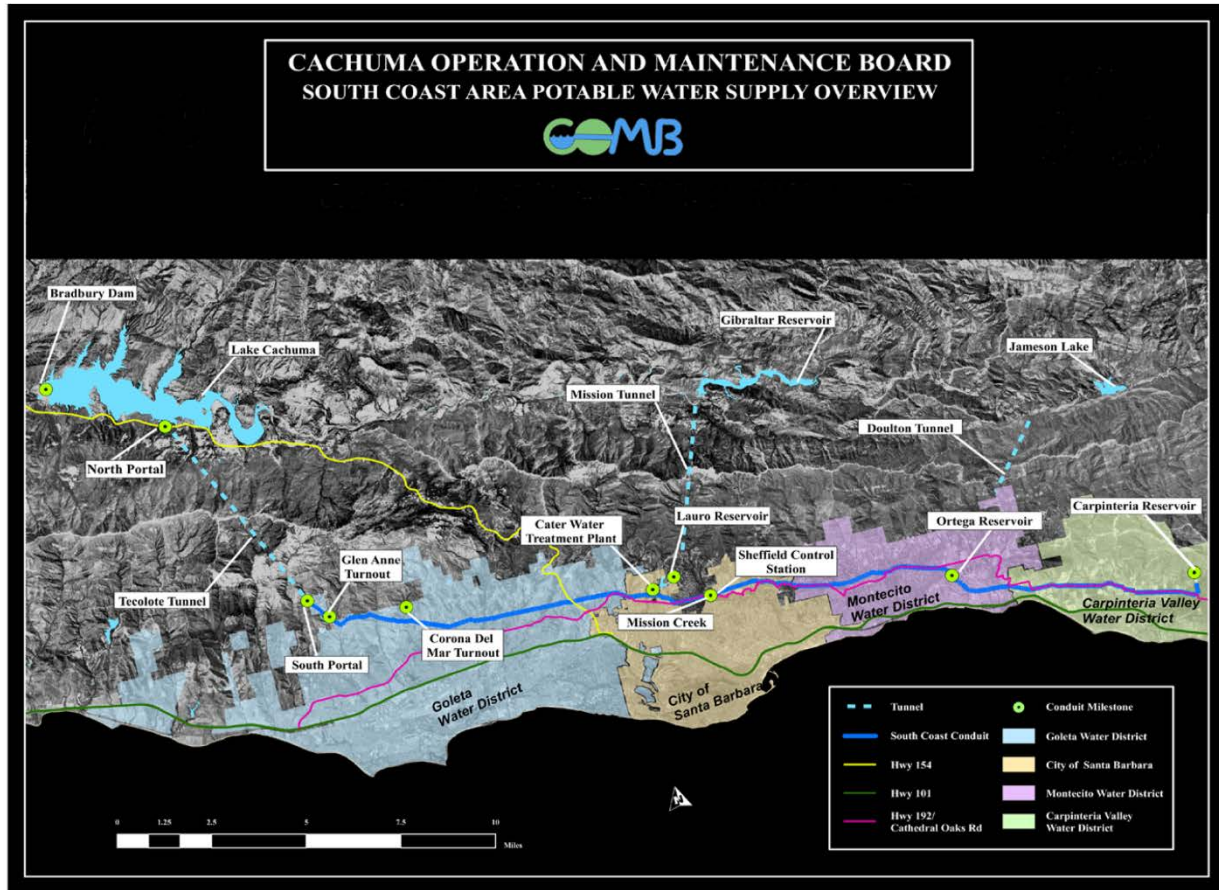
granted the authority, by various agreements, for administering the provisions, collection and payment of these revenues including the USBR Entitlement Obligation (USBR Water Rates), the Bradbury and Lauro Safety of Dams (SOD) Repayment Obligations, and the State Water Resource Control Board Water Rights Fee.

COMB is also responsible for managing various federal, state and local grant revenues, as well as various restricted trust fund accounts to be used for the betterment of the Cachuma Project.

COMB ORGANIZATIONAL CHART



FACILITIES MAP



Water from Lake Cachuma is conveyed to COMB Member Agencies through the Tecolote Tunnel intake tower at the east end of the reservoir. The Tecolote Tunnel extends 6.4 miles through the Santa Ynez Mountains from Lake Cachuma to the western terminus of the South Coast Conduit, a concrete pipeline that extends 26 miles from the Tecolote Tunnel outlet to the Carpinteria Valley Water District. COMB is responsible for diversion of water to the South Coast through the Tecolote Tunnel, and operation and maintenance of the South Coast Conduit pipeline, flow control valves, meters, and instrumentation at control stations, and turnouts along the South Coast Conduit and at four regulating reservoirs. COMB coordinates closely with the Bureau of Reclamation and Member Agencies' staff to ensure that water supplies meet daily demands.

CACHUMA OPERATION & MAINTENANCE BOARD

BOARD MEMORANDUM

Date:	November 26, 2018
Submitted by:	Joel Degner
Approved by:	Janet Gingras

SUBJECT: Access Easement Agreement / Certificate of Acceptance – Santa Barbara Preserve, LLC

RECOMMENDATION:

The Board approve the Access Easement Agreement between Santa Barbara Preserve, LLC (Grantor) and Cachuma Operation and Maintenance Board (COMB), and the associated Certificate of Acceptance; and authorize the General Manager to execute the documents for recordation with the Santa Barbara County Clerk Recorders' office.

SUMMARY:

COMB operates the South Coast Conduit (SCC) in the vicinity of Grantor's property development located in the upper reach of the system. In order to obtain access to the SCC for operational and maintenance purposes, Grantor is providing an access easement over a portion of the property. The attached Access Easement Agreement provides a non-exclusive easement for the use and benefit of COMB to operate and maintain the SCC and associated appurtenant structures. The Certificate of Acceptance is required in order for the Santa Barbara County Clerk Recorder's office to record the Access Easement Agreement.

LEGAL CONCURRENCE:

Legal Counsel has reviewed the Access Easement Agreement and the Certificate of Acceptance.

COMMITTEE STATUS:

The Operations Committee reviewed the Access Easement Agreement between Santa Barbara Preserve, LLC (Grantor) and Cachuma Operation and Maintenance Board (COMB) and the associated Certificate of Acceptance; and forwards to the Board of Directors with a recommendation to approve and authorize the General Manager to execute the documents for recordation with the Santa Barbara County Clerk Recorders' office.

LIST OF EXHIBITS:

1. Access Easement Agreement – Santa Barbara Preserve, LLC
2. Certificate of Acceptance

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Allen Matkins Leck Gamble
Mallory & Natsis LLP
600 West Broadway, 26th Floor
San Diego, California 92101
Attn: Lynn A. Borkenhagen, Esq.

APN:

Above Space for Recorder's Use Only

ACCESS EASEMENT AGREEMENT

This ACCESS EASEMENT AGREEMENT ("Agreement") is made this ____ day of _____, 2018, by and between SANTA BARBARA PRESERVE, LLC, a California limited liability company ("Grantor") and CACHUMA OPERATION AND MAINTENANCE BOARD, a California Joint Powers Agency ("COMB"), with reference to the facts set forth below.

RECITALS

A. Grantor is the owner of certain real property located in the County of Santa Barbara, State of California, the legal description of which is attached hereto as Exhibit "A" ("Grantor Property").

B. COMB operates the South Coast Conduit ("SCC") in the vicinity of the Grantor Property. In order to access the SCC, COMB will require an access easement over a portion of the Grantor Property as more particularly shown and described on Exhibit "B" and Exhibit "C" attached hereto ("Easement Area").

C. Grantor desires to grant to COMB a non-exclusive easement for access, ingress and egress over the Easement Area, as provided herein.

NOW, THEREFORE, in consideration of the foregoing Recitals, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor and COMB agree as set forth below.

AGREEMENT

1. Grant of Easement. Grantor hereby grants to COMB, its successors and assigns, a non-exclusive, perpetual easement in gross upon, over and across the Easement Area for the purpose of access, ingress and egress ("Easement"). The term of the Easement shall commence upon the mutual execution of this Agreement.

2. Character of Easement. The Easement shall be non-exclusive and shall be for the use and benefit of COMB, its successors, assigns, agents, contractors and employees (collectively, "Permitted Users"). Any reference to COMB's use of the Easement shall be deemed to include the use by its Permitted Users. If an alternate access route to the SCC is hereafter established which COMB determines to be adequate to provide ingress and egress from the SCC, COMB shall abandon the portion of the Easement Area not needed in order to provide a means of ingress and egress by preparing and recording an amendment to this Agreement, with Grantor's written consent.

3. Use of Easement Area. COMB's easement rights include ingress and egress for personnel, vehicles, and construction equipment to, from, and within the Easement Area in order to operate and maintain the SCC and associated appurtenant structures, at any time without prior notice. COMB shall provide a 24 hours prior written notice to the owner of 1034 Via Pradera Santa Barbara, CA 93110 for scheduled maintenance activities. Grantor retains all uses and rights with regard to the Grantor Property which are not inconsistent with the Easement, including but not limited to the right to grant other easements in the Easement Area, subject to the prior written approval of COMB.

4. No Construction on Easement Area. COMB shall have the right to clear and keep clear from the Easement Area all buildings, structures, walls, improvements and other facilities of a permanent nature, and any earth cover or stockpile of material placed without COMB's written consent, which interfere with COMB's use of the Easement Area. Grantor shall not construct, nor permit others to construct, such permanent facilities which conflict with COMB's ability to use the Easement Area. In addition to any other legal and equitable remedies for violations of this paragraph, COMB shall have the right to do all things necessary and proper to remove any such buildings, structures, walls, improvements and other facilities of a permanent nature, and any earth cover or stockpile of material, at the Grantor's expense. Notwithstanding the foregoing, Grantor shall have the right to install (i) two (2) sets of gates across the Easement Area and Grantor shall provide COMB with keys and/or the lock combination to such gates and (ii) landscaping within the Easement Area which shall be designed to allow for vehicles to drive over it.

5. Indemnity. COMB shall indemnify, defend and hold harmless Grantor and its successors and assigns from and against any and all claims, damages, awards, judgments, liabilities, obligations, costs and expenses resulting from COMB's negligence or willful misconduct with regard to the use of the Easement, excluding any such loss or damage to the extent caused by the active negligence, sole negligence, or willful misconduct of Grantor.

6. Miscellaneous.

6.1 Notices. Unless otherwise expressly provided herein, all notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered, sent by nationally recognized overnight courier, or sent via e-mail (only if an e-mail address is set forth below for such party), to a party at the appropriate addresses (or e-mail address) set forth below for such party, or to such other place as such party may from time to time designate in a written notice given to the other party in the manner detailed in this Section. Any notice or other communication will be deemed given on the date of delivery, the date of refusal to accept delivery, or when delivery is first attempted but cannot be made due to a change of address for which no notice was given; except that any notice or communication sent via e-mail shall be deemed given when successfully transmitted to the e-mail address provided.

If to Grantor:

Attn: _____
Telephone: (____) _____
E-mail: _____

If to COMB:

Cachuma Operation & Maintenance Board
3301 Laurel Canyon Road
Santa Barbara CA 931005
Attn: General Manager
Telephone: (805) 687-4011 _____
E-mail: _____

6.2 Waiver. Waiver by a party of any breach by the other party of any term or condition hereof shall not be deemed a waiver of any subsequent breach of the same or any other term or condition hereof.

6.3 Entire Agreement. This Agreement and the exhibits hereto constitutes the final and complete agreement, and supersede all prior correspondence, memoranda or agreements between the parties relating to the subject matter hereto. This Agreement cannot be changed, modified or terminated other than by a written agreement executed by both parties.

6.4 Binding on Successors; Runs With Grantor Property. The provisions of this Agreement shall extend to, bind and inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors, and assigns. The restrictions, conditions, covenants and agreements contained herein for the benefit of COMB shall (i) be deemed incorporated in each deed or other instrument by which any right, title or interest in and to any portion of the Grantor Property is granted, devised or conveyed, whether or not set forth or referred to in such deed or other instrument; and (ii) shall be deemed covenants running with the land to, with and for the benefit of COMB and its successors and assigns, and also equitable servitudes and burdens upon the Grantor Property in favor of COMB and its successors and assigns.

6.5 Severability. In the event any term, covenant, condition, provision, or agreement contained herein is held to be invalid, void, or otherwise unenforceable, by any court of competent jurisdiction, such holding shall in no way affect the validity or enforceability of any other term, covenant, condition, provision, or agreement contained herein.

6.6 Governing Law. This Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of California.

6.7 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original agreement, and all of which shall constitute one agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

COMB:

CACHUMA OPERATION AND
MAINTENANCE BOARD,
a California Joint Powers Agency

By: _____
Name: _____
Title: _____

GRANTOR:

SANTA BARBARA PRESERVE, LLC,
a California limited liability company

By: Chadmar Santa Barbara Preserve LLC,
a California limited liability company
its Manager

By: _____
Name: _____
Title: _____

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____, before me, _____,
(insert name of notary)

Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that
the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____, before me, _____,
(insert name of notary)

Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that
the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____

(Seal)

EXHIBIT "A"

Legal Description of Grantor Property

Lot 15 in Tract Map Number 14,585 in the County of Santa Barbara, State of California, as per that certain map recorded in Book 202 Pages 73 through 80, of Maps, inclusive, in the office of the County Recorder of said County.



October 1, 2018

Daniel Bruce Eisengart, P.L.S.

Date



EXHIBIT "B"

Legal Description of Easement Area

Being a portion of Lot 15 in Tract Map Number 14,585 in the County of Santa Barbara, State of California, as per that certain map recorded in Book 202 Pages 73 through 80, of Maps, inclusive, in the office of the County Recorder of said County, more particularly described as follows:

A fifteen (15.00) feet wide strip of land, the northerly, north-easterly, and easterly sidelines described as follows:

Beginning at the most northerly corner of said lot, being the northwest terminus of that certain northerly boundary line shown on said map as "N 89° 06' 40" W, 60.97 feet"; thence along said boundary.

1. South 89° 06' 40" East a distance of 60.97 feet; thence continuing along said northerly boundary of said lot
2. South 20° 29' 47" East a distance of 62.96 feet; thence continuing along said northerly boundary of said lot
3. South 29° 31' 42" East a distance of 48.29 feet; thence continuing along said northerly boundary of said lot
4. South 74° 14' 33" East a distance of 44.41 feet to a point; thence departing said northerly boundary
5. South 2° 56' 35" West a distance of 191.27 feet, more or less, to the northerly boundary of that certain pipeline easement condemned by the United States of America per that certain document recorded June 10, 1950, in Book 922 at Page 135 of Official Records of said County;

The sidelines of said strip shall be lengthened or shortened such that they terminate at their northwesterly end in the northwesterly boundary of said Lot, and in their southerly end at said northerly boundary of said pipeline easement.

Area: 0.136 acres, more or less



Daniel Bruce Eisengart, P.L.S.

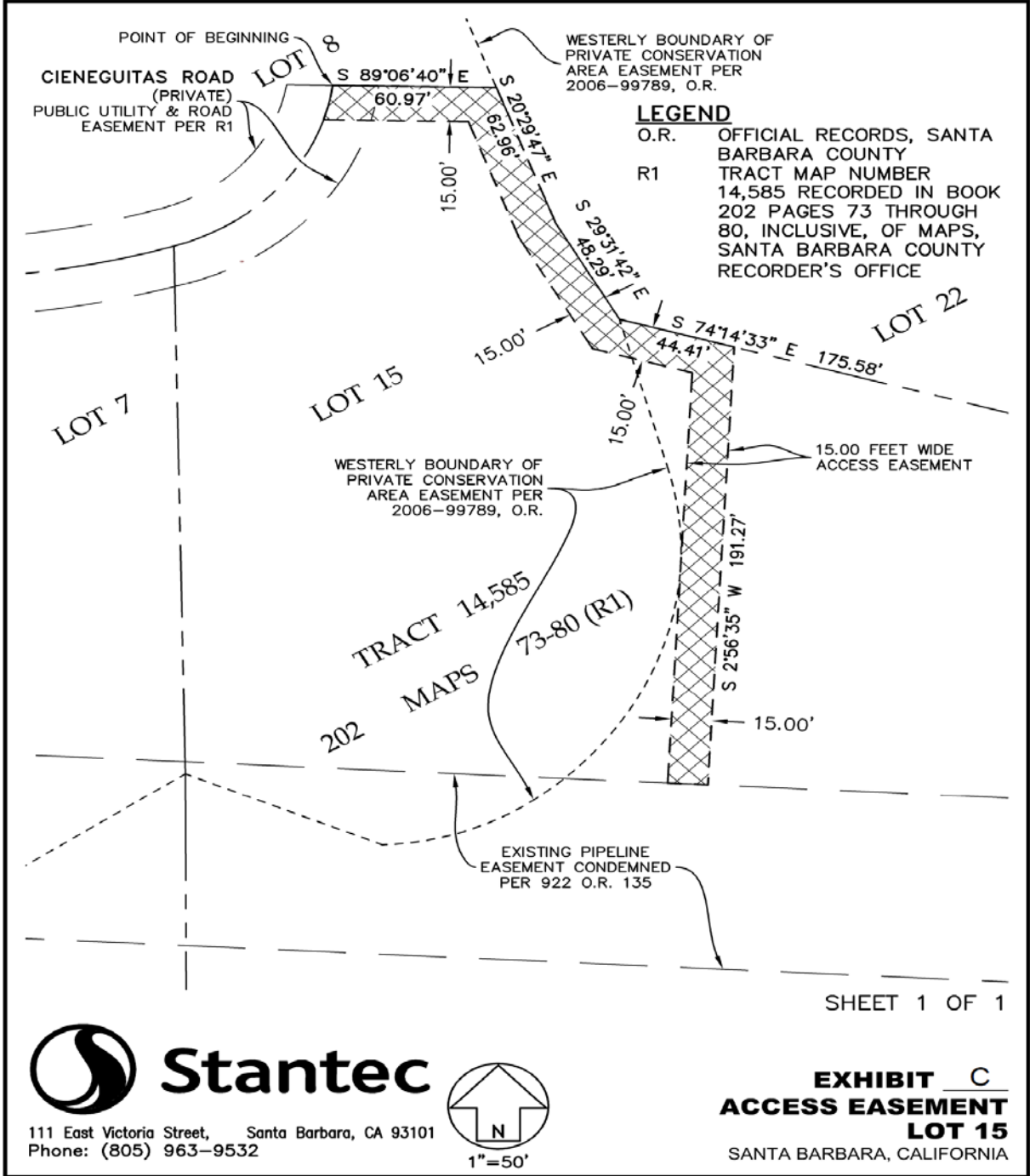
October 1, 2018

Date



EXHIBIT "C"

Easement Area Plat



DRAWING: v:\2064\active\206413940\geomatics\cad\2064139400-access_esmt.dwg

CERIFICATE OF ACCEPTANCE

This is to certify that the interest in real property described in and conveyed by the Access Easement Agreement dated _____, from SANTA BARBARA PRESERVE, LLC, a California limited liability company (“Grantor”), to the CACHUMA OPERATION AND MAINTENANCE BOARD (COMB), is hereby accepted for public purposes by the undersigned on behalf of COMB pursuant to authority conferred by the COMB Governing Board and that COMB consents to recordation of the Access Easement Agreement by its duly authorized officer.

Dated: _____

By: _____

Title: _____

Attest: _____

Title: _____

CACHUMA OPERATION & MAINTENANCE BOARD

BOARD MEMORANDUM

Date:	November 26, 2018
Submitted by:	Joel Degner
Approved by:	Janet Gingras

SUBJECT: Lake Cachuma Conveyance Operations – Engineering Support

RECOMMENDATION:

The Board review the staff recommendation and approve the proposed cost for the Lake Cachuma conveyance operations feasibility study and authorize the General Manager to execute a Professional Services Agreement with Makai Ocean Engineering, Inc. in an amount not to exceed \$30,000.

SUMMARY:

The South Coast Conduit conveys water supplied from Lake Cachuma through the North Portal Intake Tower, which is located approximately mid-reservoir. Should drought conditions continue and no significant inflow occurs this winter, water will be unable to gravity flow through the intake structure due to diminishing lake levels.

Previous dry periods and diminishing lake levels have required the Emergency Pumping Facility to be installed at Lake Cachuma. The previous installations were temporary facilities with a floating pipeline and floating pump station which allowed water to be pumped into the Intake Tower.

The current design requires the installation of anchor piles into the lake bottom which secure the floating pipeline to the floating pump station. In the most recent installation, these anchor piles were installed when the lake elevation was approximately 695 ft. The current design has several key limitations outlined below.

Pumping was not required in the 2014-2017 drought until the lake reached 676 ft. elevation. The approximate 25,000 AF in storage between 695 ft. and 676 ft. can last over a year in drought conditions (as it did from August 2014 to August 2015). The installed pipeline, anchor piles, and pumping station is required to stay on idle at least one year under the current design, when a wet winter with high inflows could require the removal of the entire system without it being utilized. In addition, during February 2017, the lake rose 23 feet in one day which made the removal of the anchor piles extremely difficult.

COMB has requested engineering support (Feasibility Study) to modify the design to secure the Site 1 pipeline component on the bottom of the lake. The goals of the modified design are: (1) reduce the elevation triggers for installing the EPFP; (2) eliminate the need to install and remove temporary anchor piles; (3) eliminate the need to store the pipeline on the shoreline of the lake; and (4) reduce the deployment period from one year to 120 days. A modified design would allow the decision to deploy the facility to be made in the month of April once lake conditions are known, and to have the pumping facility



operational by August. The secured pipeline would also reduce the cost for each subsequent use of the Emergency Pumping Facility. With a secured pipeline installed, the remaining assembly would include the floating pump station which would connect to the secured pipeline at Site 1.

Cushman Contracting Corporation owns the 3,600' of SDR (standard dimension ratio) 26 HDPE pipeline currently stored at the Lake. Previous recommendations have indicated that the stored pipe would not tolerate hydraulic surges when secured to the bottom of the Lake. Staff sent a Request for Proposal to two experienced underwater HDPE pipeline installation engineering firms, Makai Ocean Engineering, Inc. and Cross Marine Projects, Inc., to request costs for a feasibility study. The study includes reviewing previous surge analysis, preliminary design reports, and determining whether the current pipeline stored at the lake could be utilized for the submerged application. Also being requested is a recommendation for pipeline if the current pipeline does not meet standards, a ballast design, options to mitigate air pipeline hydraulics, the connection to the floating pump station, and a probable construction cost estimate. The content of the proposal also required a summary of qualifications, proposed technical approach, schedule, and estimated time to complete. The proposal requested a 4-week schedule to provide the draft technical memorandum summarizing the results, with an additional week to complete the memorandum once comments are received from COMB. If the Board approves the contract, the results of the study could be provided in mid-January 2019.

Table 1. Weighted Scores from Proposals

Category	Weight	Cross Marine Projects	Makai Ocean Engineering
Responsiveness	10%	9	10
Specialized Experience/Technical Competence	30%	30	30
Cost of Services Estimate	30%	9	25
Proposed Technical Approach	30%	23	27
Total Weighted Score (out of 100)		71	92
Cost of Services Estimate	100%	\$81,600	\$29,256

Staff has reviewed the two proposals and recommends Makai Ocean Engineering, Inc. to perform the Lake Cachuma conveyance operations feasibility study (Table 1). Makai Ocean Engineering has extensive state-of-the-art experience in marine installation of HDPE. Makai also provided a feasibility study at a lower cost in addition to a detailed technical approach including potential innovative solutions.

FISCAL IMPACTS:

The Emergency Pumping Facility Project (EPFP) budget for fiscal year 2018-2019 is \$200,000. This budget amount includes the \$84,000 storage costs with Cushman Contracting Corporation (\$7,000/month) to maintain the key components of the EPFP. The remaining budget is \$116,000 for engineering support. The approval of a contract with Makai Ocean Engineering for the feasibility study would leave approximately \$86,000 for additional engineering support which may be needed to develop modified designs for the Emergency Pumping Facility Project based on the feasibility study.

ENVIRONMENTAL COMPLIANCE:

There are no environmental compliance measures required to pursue the feasibility study.

COMMITTEE STATUS:

The Operations Committee reviewed the staff recommendation and forwards the proposed cost for the Lake Cachuma conveyance operations feasibility study to the Board with a recommendation to approve and authorize the General Manager to execute a Professional Services Agreement with Makai Ocean Engineering, Inc. in an amount not to exceed \$30,000.



Mission Statement:

“To provide a reliable source of water to our member agencies in an efficient and cost effective manner for the betterment of life in our communities.”

November 26, 2018

General Manager Report

The following summary provides the Board with information and an overview of progress on current COMB activities.

Meetings

- Santa Ynez River Flood Forecast Coordination Meeting

Santa Barbara County Flood Control hosted their annual pre-winter coordination meeting for the Santa Ynez River. Attendees included the County Flood Control and Water Agency, Reclamation technical staff from the Fresno office, the Parent District, ID No. 1, and COMB. The objective of the meeting was to inform stakeholders about the river system, the County’s flood warning system, and to provide highlights of the FCRiver Forecast modeling overview, capabilities and limitations. In addition, Cachuma Reservoir infrastructure operations and elevations were discussed among the group along with the Cachuma inflow calculation and the Bureau’s development of a communication plan.

- Lake Cachuma Water Quality and Sediment Management Study Kickoff Meeting

COMB staff hosted a half day field trip tour of Lake Cachuma and associated facilities with Woodard & Curran and Limnotech consultants prior to their kick-off meeting for the Lake Cachuma Water Quality and Sediment Management Study. Later, representatives from each of COMB’s Member Agencies attended the kick-off meeting in addition to technical staff from Limnotech, Woodard & Curran’s partner consultant for this project. The agenda for the meeting included an overview of the work plan which was segregated into topics such as confirming key team members roles and responsibilities, communication protocols, project goals, objectives and challenges, expected deliverables, tasks schedule and progress meetings. Phase 1 work plan items were reviewed with the group and a discussion occurred related to data requests, client expectations, trending water quality and sediment management issues, condition assessments, and water management goals. COMB staff will be organizing the data collection process, technical review meetings, and requested deliverables.

Administration

- Second Amendment to the 1996 Amended and Restated Joint Exercise of Power Agreement

The Second Amendment to the COMB 1996 Amended and Restated Joint Exercise of Power Agreement has been executed by three of the COMB current Member Agencies. It is anticipated that Montecito Water District will approve the second amendment at their November Board meeting which will have occurred subsequent to this written update. Once all parties have executed the document, legal counsel will submit the amendment to the California Secretary of State for recording.

Personnel

- Leadership Training Program

Edward Lyons, COMB Administrative Manager/CFO, participated in a year-long leadership training program sponsored by ACWA-JPIA. Mr. Lyons received a certificate of completion for participating in the Leadership Essentials for the Water Industry program offered through ACWA-JPIA for senior and executive staff. The program consisted of 50 academic hours of learning divided into four in-classroom sessions along with monthly webinars and back-at-work assignments. The curriculum was specifically formulated to assist participants lead effectively across three leadership spectrums: self-leadership, team

leadership, and agency leadership. The annual program was limited to fifteen participants and provided an excellent opportunity to network and collaborate with other leaders in the water industry throughout the state.

Operations / Engineer Activities

- Scheduled Conveyance System Shutdowns

Staff has coordinated with Member Agency technical staff to perform a system shutdown to commence work related to the Lateral 3 project, the San Antonio Creek Blow-off repair project, and the Air Vacuum Air Release valve rehabilitation projects. Three separate shutdowns are preliminarily scheduled to occur in late November, early and mid-December and January for completion of important infrastructure improvement project work.

- Arroyo Paredon Bridge Replacement Project - Caltrans

CalTrans is currently working under emergency status with respect to replacement of the Arroyo Paredon Bridge on Highway 192 in the Carpinteria area. The rock slope protection and channel stabilization has been completed. COMB operations staff monitored construction activities on a daily basis to ensure the South Coast Conduit was not impacted during the restoration process.

Fisheries Division Activities

- Monitoring and BO Compliance

The Fisheries Division staff has conducted all required 2000 BiOp compliance monitoring throughout the month as requested by Reclamation. Specific monitoring tasks have included fall snorkel surveys, water quality monitoring in the lower Santa Ynez River mainstem and its tributaries, target flow monitoring, lake water quality profiles, and photo point documentation.

- Annual Monitoring Reports / Annual Monitoring Summaries

Staff continues to work with Reclamation to complete all Annual Monitoring Summaries (AMS) and Annual Monitoring Reports (AMR) for submission to NMFS by Reclamation. The AMS and AMR document development process is on schedule with the 2015 reports completed through internal review, manager review and sent to the Fisheries Committee members for review and comments. The 2016 reports are scheduled for internal review next week.

- Quiota Creek Crossing Fish Passage Improvement Projects

Significant progress has been made with the Quiota Creek Crossing 5 and Crossing 9 Fish Passage Improvement Projects. All stream work has been completed with the additional road and channel protective work being addressed. The projects are anticipated to be completed by the middle of December. All required biological monitoring for the projects has been completed as stipulated in all project permits. Staff has been working closely with the contractor and resident engineer throughout the construction process.

Respectfully Submitted,

Janet Gingras
General Manager

CACHUMA OPERATION AND MAINTENANCE BOARD

MEMORANDUM

DATE: November 26, 2018
TO: Janet Gingras, General Manager
FROM: Joel Degner, Water Resources Engineer
RE: MONTHLY ENGINEERING REPORT

The following summary provides the Board with information and an overview of progress by engineering staff.

FORECASTED LAKE ELEVATIONS

Engineering staff continues to monitor and model lake elevations (Figure 1, Table 1). The Lake Elevation Projection Model has been updated with data through October 31, 2018. Updated forecasts for imports/exports from Lake Cachuma were provided by the COMB Member Agencies for two years to allow modeling through September 2020. Based on the elevation modeling, the Notice to Proceed for the installation of the Emergency Pumping Facility would be needed in April 2019 to have the EPFP operational by September/October 2019.

Table 1. Lake Elevation Projection Scenarios

Parameter	Optimistic	Realistic	Conservative
SCC Exports	80% of Forecast	Forecast	120% of Forecast
CCWA Inflow	Full Capacity (100%)	90% Full (Forecast)	90% in WY19, 70% in WY20
WR 89-18 Release	8,000 AF	10,000 AF	12,000 AF

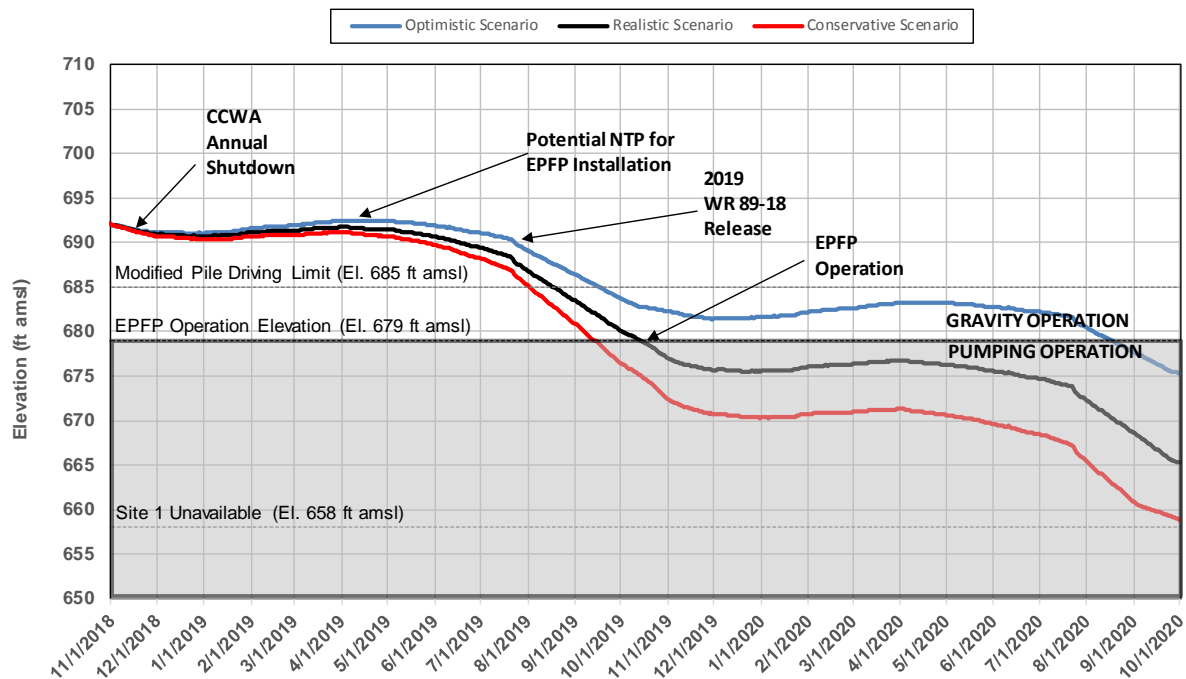


Figure 1. Lake Cachuma Elevation Forecast (as of 10/31/2018) using 2013 Dry Year Hydrology

Lake importations through Central Coast Water Authority depend in part on the 2019 and 2020 State Water Project (SWP) allocation. Member agencies may have to modify forecasts for importation if there is a limited amount of SWP or supplemental water available. The modeling assumes a downstream release of 8,000 to 12,000 acre-feet in 2019 by Santa Ynez River Water Conservation District (SYRWCD) based on past releases and water available in the Above Narrows Account. The dry-year hydrology is based on Water Year 2013. Evaporation continues to track with the historical median in 2018 (Figure 2). The historical median evaporation was 70 inches from 1958 to 2018. The 2013 evaporation was also 70 inches. Water Year 2013 also had the lowest rainfall and inflow at Lake Cachuma during the past multi-year dry period (2012-2018).

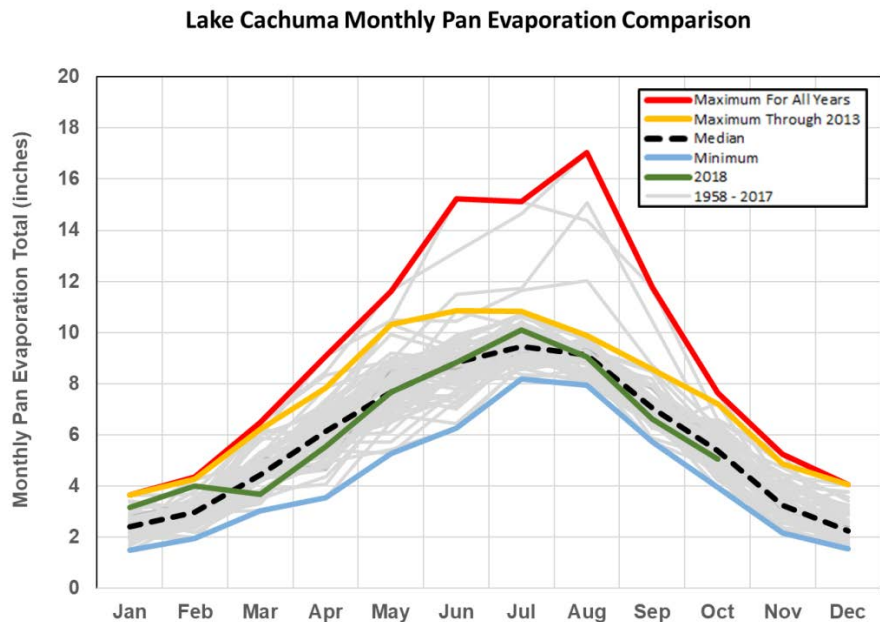


Figure 2. Lake Cachuma Monthly Pan Evaporation Totals

CLIMATE CONDITIONS

Santa Barbara County is in severe drought (D2) as of November 6, 2018 according to the United States Drought Monitor. The National Weather Service Climate Prediction Center predicts that El Niño is expected to form and continue through the Northern Hemisphere winter 2018-19 (~80% chance) and into spring (55-60% chance). (Note: Previously predicted El Niño conditions during the last several years [2012-2018] did not result in above average rainfall for Santa Barbara County). The antecedent moisture index at Gibraltar Dam is at the maximum value of 11.3 which indicates dry watershed conditions.

GRANT FUNDING ACTIVITIES

COMB submitted the Annex to the 2017 Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan to Santa Barbara County Office of Emergency Management who then reviewed and submitted to CalOES. COMB submitted a request for change in scope of work for the Sycamore Canyon Slope Stabilization Project. On October 22, 2018 FEMA has determined that the request for change in scope was eligible. The Notice of Obligation and Payment from CalOES was provided on November 8, 2018. The revised total obligated from FEMA and state disaster funding is now \$431,030. COMB staff continues to track the Integrated Regional Water Management Plan Proposition 1 Funding and re-occurring Bureau of Reclamation grant opportunities.

INFRASTRUCTURE IMPROVEMENT PROJECT STATUS

Table 2 provides a summary of the FY 2018-2019 Infrastructure Improvement Projects. The table has been updated according to COMB's 2018-2019 approved Operating Budget. In October, COMB staff conducted a kick-off meeting with Member Agency staff to develop the 2019-2020 Infrastructure Improvement Plan. The initial steps are to review goals and objectives and perform a critical needs assessment of the system.

Construction work is scheduled from the end of November to early January on several of the infrastructure improvement projects. South Coast Conduit shutdowns are being coordinated with COMB's Member Agencies.

Table 2. Infrastructure Improvement Projects Status

Infrastructure Improvement Projects	Status / Phase	Complexity / Challenges	Estimated Completion Date
Infrastructure Improvement Projects			
Sycamore Canyon Slope Stabilization	Final designs prepared for COMB's approval. Reclamation is completing NEPA analysis. Project is undergoing environmental review and requires FEMA approval to proceed. Bid documents are prepared and plan to be issued in Spring 2019.	Several components (permitting, potential fo winter rains, and grant funding) resulted in a delay of the to 2019.	September 2019
SCC Structure Rehabilitation (AVAR/BO)	Schedule C repair work has been completed on 9 air vents. Schedule A work is scheduled for mid-December and Schedule B work is scheduled for early January. . Shutdowns have been coordinated with the Member Agencies.	Work to be completed in low demand months. Two 3-day shutdowns required which will be coordinated with Member Agencies.	January 2019 (Sch. A, B, C)
Lateral 3 Repair	Construction contract in place, parts ordered, repair scheduled for late November to early December.	This project requires up to a 10-day shutdown of the Upper Reach system. Requires 10-day shutdown in upper reach of the system.	December 2018
Rehabilitate San Antonio Creek Blow-off	Design complete. Required parts have been ordered. Repair planned to be timed with Lateral 3 shutdown to save water and reduce costs.	The repair requires shutdown in upper reach of the system and is planned to occur during Lateral 3 shutdown.	December 2018
SCC Line Valves for Shutdown	Pre-project planning needed with Member Agencies to confirm potential location. A key determination is if installation can be completed with shutdown or if bypass will be required. Next step is RFP preparation for engineering.	Additional line valves in the SCC could better facilitate planned maintenance activities.	Design by June 2019
SCC Structure Rehabilitation : Lower Reach Laterals	Staff worked with CVWD and CVWD contractor on visiting and reviewing each lateral in the CVWD portion of the lower reach. I This project will involve a condition assessment and rehabilitation plan for the portions of the Lower Reach laterals under COMB's responsibility.	In order to facilitate shutdowns on the Lower Reach of the SCC, lateral valves may need replacement.	Plan/Design by June 2019
Special Projects			
Emergency Pumping Facility Project	Contract and permits in place for re-deployment if necessary. Board approved delay option until the Spring (April). Monitoring forecasts and lake levels closely.	Need highly dependent on lake levels and actual downstream releases. Current design requires long lead time in installation before the barge is utilized.	TBD
Lake Cachuma Water Quality and Sediment Management Study	Kickoff meeting for project occurred on November 15th. The initial tasks include dta collection and issue characterization.	Recent wildfires will likely result in decreased water quality and increased sedimentation into Lake Cachuma.	March 2020

CACHUMA OPERATION AND MAINTENANCE BOARD

MEMORANDUM

DATE: November 26, 2018

TO: Janet Gingras, General Manager

FROM: David Flora, Operations Division Lead

RE: MONTHLY OPERATIONS DIVISION REPORT

Operations – Report Attached

MONTHLY OPERATIONS DIVISION REPORT

NOVEMBER 26, 2018

**CACHUMA OPERATION
& MAINTENANCE BOARD
*DAVID FLORA***



Monthly Operations Division Report

Introduction

The Operations Division of the Cachuma Operation and Maintenance Board has the responsibility to operate, repair and maintain all Cachuma Project facilities from the Intake Tower at Lake Cachuma to the Carpinteria Reservoir. The Annual Work Plan sets forth all activities necessary to ensure system reliability. Consistent with the Plan, Operation and Maintenance staff performs routine maintenance on the distribution and storage system. Staff continues to improve the system, address deficiencies and identify items to be included in the Infrastructure Improvement Program of work.

Operations Division is responsible for:

- Adequately regulating and maintaining the diversion of water from Lake Cachuma to the South Coast via the Tecolote Tunnel as the primary water source for 5 communities.
- Operation and maintenance of the South Coast Conduit pipeline, which consist of 26.5 miles of pipeline with a combined 124 blow off and air vent structures, 43 turnout structures and 20 meters.
- Operation and Maintenance of four regulating reservoirs.
- Prompt response to Underground Service Alerts (USA's) within the USBR right-of-way.

Operations staff regularly performs the following duties:

- Weekly off site inspections of major facilities
- Structure maintenance on all air vent, blow off and turnouts
- Dam inspection and instrumentation reports (all reservoirs)
- Annual exercising of control valves
- Quarterly meter calibrations
- Weekly safety meetings
- Weekly rodent bait (all reservoirs)
- Weekly toe drain and piezometer reads at Ortega (L23)
- USA Dig Alerts – Respond as necessary to alerts
- Pesticide report to County of Santa Barbara
- Operational tests of generators at the North Portal and at Lauro Yard
- Inspection of fire extinguishers
- Read anodes and rectifier data
- Water samples taken at Lake Cachuma
- Clean up, inspection and tool inventory of all vehicles
- Clean up and organize service yard and all buildings

“Our mission is to provide a reliable source of water to our member agencies in an efficient and cost effective manner for the betterment of our community.”

Lake Cachuma Operations

The total flow from Lake Cachuma into the Tecolote Tunnel for October was 1,715.0 acre-feet, for an average daily flow of 55.32 acre-feet. Lake elevation was 692.83 feet at the beginning of October and 692.05 feet at the end of October. Storage change decreased 1,120 acre-feet. CCWA wheeled 1,274.8 acre-feet of water to Cachuma Project facilities.

South Coast Conduit Operations

South Coast Conduit - Structure Inventory													
Reach	Endpoints	Linear Length (ft)	Pipe Diameter	Regulating Storage Reservoirs	Meters	Air Vents	Blow-Offs	Turnouts	Open Air Vents	Valves	Valve Size	Slide Gates	Capacity / Volume (gal)
Upper	Glen Annie Turnout (S. Portal) - Cater Water Treatment Plant	64,050	48"	2	5	32	35	18	2	115	4" - 48"	7	6,017,421
Lower	Cater Water Treatment Plant - Carpinteria Reservoir	90,910	27" - 36"	2	15	26	31	42	4	144	4" - 36"	-	3,190,171

- Staff has been on site monitoring several ongoing projects throughout the area, working closely with the construction and engineering contractors to ensure that:
 - Pipeline easements and the right-of-way remain accessible to Operations staff for possible emergencies and ongoing facility maintenance.
 - All projects are following the COMB and USBR approved plans.
 - No damage occurs to the South Coast Conduit (SCC) during the construction process.
- Continued daily monitoring of the Arroyo Paredon bridge replacement project located in Carpinteria. Staff has been overseeing the step pool construction process to ensure the safety of the South Coast Conduit. Caltrans / Lash Construction began work June 4th removing the bridge which was damaged during the January 9th debris flows.
- Completed the structure maintenance program focusing our efforts on Zone 5 of the Upper Reach at all blow offs and air vents that will be utilized or affected during the winter shutdown planned for the Lateral 3A project. Included in this maintenance program is the exercising of all valves, servicing of air vents, repainting of signage, cleaning and reestablishing site access.

-
- Cushman Contracting Corporation completed all Schedule C work within the lower reach of the South Coast Conduit as part of the ongoing AVAR / Blow off replacement project. Included in this work was the cleaning and coating of all piping, valves and associated apparatus and the installation of sacrificial anodes.
 - Met with representatives from the City of Santa Barbara, Carpinteria Valley Water and Montecito Water districts to discuss the current configuration and transmission of SCADA data between agencies. The goal was to create a better understanding of the current setup and outline objectives to streamline data transmission and provide improved redundancy.
 - Inspected Laterals 17 - 28 in the Carpinteria reach with representatives for Carpinteria Valley Water District and Flowers and Associates engineering.
 - Collected the Lake Cachuma water quality samples and delivered them to the City of Santa Barbara.

The Operations Division continually inspects all sites, reservoirs and the SCC for items to add to the infrastructure program of work for future projects.

OPERATIONS PROJECT PHOTOS

Structure Maintenance



Before



After



On Going Projects & Monitoring

LAT 3A



Remove abandoned turnout and reconfigure blow off structure.

PATTERSON AVE.



Patterson Oaks subdivision

BOULDERS PROJECT



Boulders subdivision

CACHUMA OPERATION AND MAINTENANCE BOARD
BOARD MEMORANDUM

DATE: November 26, 2018
TO: Janet Gingras, General Manager
FROM: Tim Robinson, Fisheries Division Manager
RE: MONTHLY FISHERIES DIVISION REPORT

HIGHLIGHTS:

- USBR continues to deliver approximately 3.5 cfs of Lake Cachuma water to Hilton Creek through the Hilton Creek Watering System (HCWS) which is sustaining the *O. mykiss* population in the creek.
- USBR successfully tested the HCEBS during a mock power outage and subsequent shutoff of the HCWS. There was no significant change in flow delivery to Hilton Creek during the testing.
- Good progress has been made on both the Quiota Crossing 5 and Crossing 9 Projects.

In compliance with the 2000 Cachuma Project Biological Opinion (BiOp) (NMFS, 2000) and as described in the 2004 Lower Santa Ynez River Fish Management Plan (SYRTAC, 2000) and the Monitoring Program in the 2000 Revised Biological Assessment (BA), the COMB Fisheries Division (FD) staff conducts routine monitoring of steelhead/rainbow trout and their habitat on the Lower Santa Ynez River (LSYR) below Bradbury Dam. The following is a list of activities carried out by COMB-FD staff since the last COMB Board Fisheries Division Report and has been broken out by categories.

LSYR Steelhead Monitoring Elements:

Thermograph Network: The thermograph network is deployed at the beginning of April and picked up at the end of December to record water temperatures at all designated locations within the LSYR mainstem and several tributaries. The thermograph network has been deployed in the LSYR mainstem and its tributaries. Thermographs are downloaded monthly and the results are summarized in the Annual Monitoring Summary.

Lake Profiles: Lake Cachuma water quality measurements (temperature, dissolved oxygen concentration solids and turbidity) at one meter intervals from the surface to the bottom of the lake (Lake Profile) are taken once a month at the Hilton Creek Watering System (HCWS) intake barge. This is considered to be near the deepest point in the lake and allows for monitoring of lake stratification, water quality conditions at the intake level for the HCWS and lake-turnover. Due to the drought and the need to carefully monitor Lake Cachuma, lake profiles are being taken monthly throughout the year and are reported in the Annual Monitoring Summary.

Snorkel surveys: Snorkel surveys for *O. mykiss* and non-native fish are conducted three times a year. The spring and summer surveys have been completed and the fall survey is nearing completion. The results are presented in the Annual Monitoring Summary.

Cachuma Lake Oak Tree Restoration Program: COMB staff, with guidance from a hired professional arborist, continues to implement the Program and has successfully conducted all management actions as required. A project update is provided in a separate Board memo.

Tributary Project Updates:

Quiota Creek Crossing 5: As discussed and recommended by the COMB Board on 3/7/16, staff submitted a 2016 CDFW-FRGP Grant on 3/11/16 for \$893,287 with a COMB construction match of \$50,000. COMB was awarded the grant and the COMB Board accepted the grant by resolution on 5/22/17. The Board approved by resolution expenditures of funds for the project on 6/26/17. All permits and final designs for the project have been obtained and approved. The construction of the project was solicited for competitive bidding in conjunction with the Quiota Creek Crossing 9 Project. A contract has been awarded to Peter Lapidus Construction and construction began on 7/23/18. A separate Board memo is provided with details of the ongoing project that discusses the project status and financials.

Quiota Creek Crossing 8: Funding for this project have been applied for through three separate grant programs. The initial grant was submitted by the County to Caltrans that required a Cooperative Agreement between the County and COMB. The agreement was discussed at the 5/4/16 Fisheries Committee meeting with approval by the Board on 5/23/16 to move forward with the project and the Cooperative Agreement. The County Board of Supervisors approved the Cooperative Agreement on 7/12/16. With a fully executed Cooperative Agreement, the County submitted a CalTrans Federal Highway Administration (CT-FHWA) grant application to fund the project and CalTrans approved the funding for a full bridge replacement. SBCAG approved the project on 11/17/16. A Professional Service Agreement (PSA) for COMB with the County to manage the project was approved by the Board during the 3/27/17 Board meeting and was fully executed on 5/16/17. The Request for Authorization (RFA) has been sent by the County to Caltrans to begin grant expenditures with no response. Caltrans has informed the County that the Federal prioritization for rural bridge replacement projects (the County's pending grant funding) has been stalled due to being 100% oversubscribed with no additional federal allocation, hence the list of truly awarded projects will not be addressed until 2020, suggesting this funding opportunity is on hold.

The second funding opportunity is through a CDFW-FRGP grant application that was submitted on 3/29/18 for \$1,010,700 with a \$50,000 construction match from COMB as approved by the COMB Board during the 2/26/18 Board meeting. On 5/15/18, the CDFW-FRGP Technical Grant Review Team visited the site. They evaluated the technical aspects of the project, scored it, and then will provide their recommendations to the Director of CDFW. The grant award notices will be given during February 2019.

Quiota Creek Crossing 9: COMB was awarded a CDFW-FRGP grant for the Crossing 9 Project for \$993,121 with a \$50,000 COMB construction match. COMB was awarded the grant and the COMB Board accepted the grant by resolution on 2/26/18. The Board approved by resolution expenditures of funds for the project on 4/23/18. All permits and final designs for the project have been obtained and approved. The construction of the project was solicited for competitive bidding in conjunction with the Quiota Creek Crossing 5 Project. A contract has been awarded to Peter Lapidus Construction and construction began on 9/5/18. A separate Board memo is provided that discusses the project status and financials.

Salsipuedes Creek – Jalama Road Fish Ladder: There has been no action on the suggested repairs to this project.

El Jaro Creek – Cross Creek Ranch Fish Passage Facility: There has been no action on the suggested repairs to this project.

Hilton Creek Watering System (HCWS) and Emergency Backup System (HCWBS) Repairs:

HCWS and HCEBS: The HCWS and HCEBS are owned, operated, and maintained by USBR. The HCEBS was completed at the end of January 2016. With this system fully operational, USBR has now been working on needed repairs to the HCWS with success on getting the pumping system operational and the HCEBS connected to the HCWS to operate if the HCWS shuts down. Currently the HCWS delivers water to the Upper Release Point (URP) while the HCEBS delivers water to the Lower Release Point (LRP). USBR successfully tested twice the HCEBS on 10/30/18 – 11/1/18 by shutting off the power to the HCWS which triggered the generators to turn on, HCEBS valves to turn and flow to be delivered to the LRP of Hilton Creek in less than 3 minutes. This is the first time this piping and automated emergency system worked as designed. USBR feels confident that they have turned a corner on these delivery systems to Hilton Creek and it is good to go for the winter and time of year that is notorious for power outages.

Surcharge Water Accounting:

The following table summarizes the amount of surcharge water used to date from each of the three accounts plus project yield at the end of last month (Table 1). All numbers are from USBR’s Daily Operations Report. The start time for the use of the Surcharge Water Accounts and Project Yield was 5/27/11, or the day following the last day of full surcharge and end of the last spill event. As of May 2012, all of the fish rearing accounts have been used and USBR is now using Project Yield to meet BiOp target flows. Water Right (WR 89-18) release durations since 2013 are noted as follows: 7/15/13 - 12/2/13, 8/18/14 -11/11/14, 8/3/15 - 9/26/15, 7/12/16 - 8/29/16, and the most recent release 8/21/17 - 11/8/17. During these releases, no fish rearing releases are debited as WR 89-18 releases are used conjunctively with fish flows under the Cachuma Project Settlement Agreement. The Adaptive Management Committee (AMC) called for two releases from the Adaptive Management Account (AMA), 35 acre-feet in October 2012 and 114 acre-feet in June 2013. The remaining amount in the AMA is 351 acre-feet. There have been no releases from the Fish Passage Supplementation Account (FPSA). Determination of critical drought and the associated accounting and possible usage of the AMA and FPSA during that period have not been finalized and approved (or if those accounts are now replenished from WY2017’s runoff) by NMFS and USBR. Therefore they are not reflected in Table 1.

Table 1: Summary of the surcharge water accounting and use of Project Yield as of the day after the end of the last spill event and full surcharge (5/27/11).

Accounts*	Allocation	Amount Used**	Amount Remaining
Units:	(acre-feet)	(acre-feet)	(acre-feet)
Fish Passage Supplementation	3,200	0	3,200
Adaptive Management	500	149	351
Fish Rearing***	5,484	5,484	0
Project Yield		23,762	
Total:	9,184	29,395	3,551
* Originally was 9,200 af, 8,942 af in 2008 and 9,184 af in 2013.			
** Values as of 10/31/18.			
*** This water is for meeting required target flows. This is not an official account and is what remains after subtracting the other two accounts.			

Reporting / Outreach / Training:

Reporting: Staff continues to work on the Annual Monitoring Reports (the USBR report) and the Annual Monitoring Summaries (the COMB report). The first draft of the RPM 6 Report for the 2018 WR 89-18 release has been completed and we are awaiting comments. Staff has been providing information to USBR as requested in support of re-consultation and other operational requests.

Outreach and Training: Staff continues to work with Quiota Creek and Salsipuedes Creek watershed landowners, interested parties within the Santa Ynez Valley and the County on a variety of fisheries related issues.

Consultant Activity Summary:

HDR Fisheries Design Center (Mike Garelo) – Design, reporting and oversight work for the Quiota Creek Crossings 5, 8 and 9 projects.

CACHUMA OPERATION & MAINTENANCE BOARD

BOARD MEMORANDUM

Date:	November 26, 2018
Submitted by:	Tim Robinson
Approved by:	Janet Gingras

SUBJECT: Update on Fish Passage Improvement Project – Quiota Creek Crossing 5

RECOMMENDATION:

The Board of Directors receives and files an update on the Fish Passage Improvement Project at Quiota Creek Crossing 5.

SUMMARY:

Project Description: A 59-foot prefabricated bottomless arched culvert with three wing walls is planned to replace the current concrete low flow crossing at Quiota Creek Crossing 5. The project will remove a fish passage barrier and provide for unimpeded juvenile and adult fish passage for the endangered southern steelhead to NMFS designated critical habitat upstream. The project will also improve road safety and accessibility for the landowners and the public along S. Refugio Road.

Project Location: The nearest town is Santa Ynez. Quiota Creek Crossing 5 is located off of Hwy 246 via Refugio Road 4.7 miles south of Hwy 246. The road is closed at the project site.

Contractor: Peter Lapidus Construction (PLC); the construction contractor who was awarded the competitive bid for \$649,950, was issued a Notice to Proceed on 6/11/18.

Design Engineer: Michael Garelo and Shaun Bevan, HDR Fisheries Design Center.

Resident Engineer: Gino Filippin, Filippin Engineering.

County Engineers: Ron Bensel, Steven Manuel, Eric Pearson, Bert Johnson, and Jemmi Irabon.

Project Status and Timetable (as of the Board meeting date):

Status	Time
Notice to Proceed	6/11/2018
Construction start	7/23/2018
Refugio Road closure	7/23/2018
Contract Time (approximate to complete all work)*	4 months
Completion Date and Refugio Road reopened	12/14/2018
Number of construction work days (WD**) (expected)	57
Elapsed Time (WD to the Board mtg)	43
Remaining Time (WDs to complete all work)	14
Time Elapsed (WD) to Date (%)	75%
*Long construction period due to being tied to the QC X9 Project.	
**WD: Working Days.	

Work Performed to Date: PLC has completed all of the clearing and grubbing at the site, completely removed the low flow concrete crossing and damaged culvert, excavated both foundations, formed and poured both foundations, installed all rock slope protections around the bridge foundations, installed the bridge, completely back filled the bridge, completed all stream work, backfilled the bridge, stained and graffiti proofed the bridge, installed the road berms and road base, and paved the road. The ConTech pre-fabricated arch-bridge system delivery and installing on 8/28/18. COMB's resident engineer and County engineers have been overseeing the project during all phases of the construction. The pre-project condition (Figure 1) and current construction efforts (Figures 2-7) are presented as Exhibits. The bridge was successfully fabricated in the fall of 2017 at Bethlehem Construction in Wasco, CA and was stored at the pre-cast location at no cost to COMB until it was installed at the end of August.

Work Projected for Next Month: Install bridge rails and guardrails, build road scuppers and drainage swales, hydro-mulch/seed the disturbed areas, assist COMB in planting mitigation trees, and do final site cleanup.

FINANCIAL IMPACT:

A summary of the estimated project costs and available funding for the project (Table 1) and the current expenditures (Table 2) are presented below. There has been one change order for the project that is reflected in Table 1 and will be in Table 2 upon receiving the associated invoice.

Table 1: Estimated project revenues and expenditures for the project.

	FY 2017-18	FY 2018-19	Totals
Revenues			
CDFW Grant Funding	\$ -	\$ 893,287	\$ 893,287
WATF	\$ 86,671	\$ 22,500	\$ 109,171
Budget Assessments	\$ 54,241	\$ 19,722	\$ 73,963
Total:	\$ 140,912	\$ 935,509	\$ 1,076,421
Expenditures			
PLC Construction	\$ -	\$ 649,950	\$ 649,950
Change Order No. 1	\$ -	\$ 64,823	\$ 64,823
Contech Bridge	\$ 82,784	\$ 165,564	\$ 248,348
Engineers/Permits	\$ 46,362	\$ 53,822	\$ 100,184
Total:	\$ 129,146	\$ 934,159	\$ 1,063,305
Differential			\$ 13,116

Table 2: Expenditures to date for the project.

Estimated Project Costs (all):		\$1,002,113
Available Funding (all):		\$1,076,421
Total Expenditure to Date:	FY17+FY18	FY19
ConTech Bridge (delivered + tax) - Invoice 1:	\$ 82,783	
ConTech Bridge (delivered + tax) - Invoice 2:		\$ 165,565
Geotechnical Services (Fugro) - Invoice 1:	\$ 658	
Geotechnical Services (Fugro) - Invoice 2:		\$ 3,670
Resident Engineer - AECOM (fabrication) - Invoices all:	\$ 8,253	
Materials Testing - Krazan (fabrication) - Invoices all:	\$ 5,970	
PLC - Invoice 1:		\$ 158,850
PLC - Invoice 2:		\$ 143,075
PLC - Invoice 3:		\$ 80,795
Resident Engineer - Gino Filippin (site construction) - Invoice 1:		\$ 1,556
Resident Engineer - Gino Filippin (site construction) - Invoice 2:		\$ 8,193
Resident Engineer - Gino Filippin (site construction) - Invoice 3:		\$ 2,703
Arborist Services (Ken Knight) - Invoice 1:		\$ 1,200
Bird Survey (Storror Environmental Services) - Invoice 1:		\$ 810
Onsite Material Testing (Fugro) - Invoice 1:		\$ 5,065
Onsite Material Testing (Fugro) - Invoice 2:		\$ 2,744
Agua-Flo - Invoice 1:		\$ 312
Tri-Co Reproduction - all invoices:	\$ 473	\$ 100
SWRCB SWPPP Fee:		\$ 221
Project Site Surveying (Prober Land Surveying):	\$ 1,450	
SB County Encroachment Permit Fee:	\$ 25,303	
CDFW 1600 Permit Fee:	\$ 4,912	
Total Paid:	\$ 129,804	\$ 574,857
Summary:		
% Project Expenditures through 11/19/2018:		70.3%
Estimated Construction Costs minus Total Expenditures:		\$297,453
Available Funding minus Total Expenditures:		\$371,761

LEGAL CONCURRENCE:

COMB legal counsel has reviewed and approved the project.

ENVIRONMENTAL COMPLIANCE:

All permits have been obtained and are being followed.

LIST OF EXHIBITS:

Construction photos:



Figure 1: Pre-project condition looking upstream.



Figure 2: Bridge staining and graffiti proofing with installed bridge rain posts.



Figure 3: Installing road embankments; metal plate tree well can be seen on the right.



Figure 4: Rock tree wells installed to hold up the road embankments.



Figure 5: Building the 4 foot wide road berms on the alignment with the guardrails.



Figure 6: Laying out the road-base.



Figure 7: Completed installation of the road-base and ready for paving.

CACHUMA OPERATION & MAINTENANCE BOARD

BOARD MEMORANDUM

Date:	November 26, 2018
Submitted by:	Tim Robinson
Approved by:	Janet Gingras

SUBJECT: Update on Fish Passage Improvement Project – Quiota Creek Crossing 9

RECOMMENDATION:

The Board of Directors receives and files an update on the Fish Passage Improvement Project at Quiota Creek Crossing 9.

SUMMARY:

Project Description: A 60-foot prefabricated bottomless arched culvert with three wing walls is planned to replace the current concrete low flow crossing at Quiota Creek Crossing 9. The project will remove a fish passage barrier and provide for unimpeded juvenile and adult fish passage for the endangered southern steelhead to NMFS designated critical habitat upstream. The project will also improve road safety and accessibility for the landowners and the public along S. Refugio Road.

Project Location: The nearest town is Santa Ynez. Quiota Creek Crossing 9 is located off of Hwy 246 via Refugio Road 5.2 miles south of Hwy 246. The road is closed at the project site.

Contractor: Peter Lapidus Construction (PLC); the construction contractor who was awarded the competitive bid for \$709,600, was issued a Notice to Proceed on 9/4/18.

Design Engineer: Michael Garelo and Shaun Bevan, HDR Fisheries Design Center.

Resident Engineer: Gino Filippin, Filippin Engineering.

County Engineers: Ron Bensel, Steven Manuel, Eric Pearson, Bert Johnson, and Jemmi Irabon.

Project Status and Timetable (as of the Board meeting date):

Status	Time
Notice to Proceed	9/4/2018
Construction start	9/5/2018
Refugio Road closure	7/23/2018
Contract Time (approximate to complete all work)*	3 months
Completion Date and Refugio Road reopened	12/14/2018
Number of construction work days (WD**) (expected)	64
Elapsed Time (WD to the Board mtg)	49
Remaining Time (WDs to complete all work)	15
Time Elapsed (WD) to Date (%)	77%
*Long construction period due to being tied to the QC X5 Project.	
**WD: Working Days.	

Work Performed to Date: PLC has completed all of the clearing and grubbing at the site, completely removed the low flow concrete crossing and damaged culvert, excavated both foundations, formed and poured both foundations, successfully installed the pre-fabricated bridge on 10/3/18, installed the two rock weirs downstream of the bridge and all the rock slope protection around the bridge foundations, completely backfilled the bridge, placed all of the road embankments and road base, paved the road, and stained and anti-graffiti coated the bridge. ConTech completed fabrication of the arch-bridge system at Bethlehem Construction in Wasco, CA on 9/14/18 and assisted with the successful bridge installation on 10/3/18. COMB's resident engineer and County engineers have been overseeing the project during all phases of the construction. The pre-project condition (Figure 1) and current construction efforts (Figures 2-9) are presented as Exhibits.

Work Projected for Next Month: Install the bridge rails and guardrails, assist in planting all the mitigation trees, hydro-mulch/seed the disturbed areas within the project footprint, and perform final site cleanup.

FINANCIAL IMPACT:

A summary of the estimated project costs and available funding for the project (Table 1) and the current expenditures (Table 2) are presented below. There has been two change orders for this project, both reviewed and approved by the Board that are reflected in Table 1 and will be in Table 2 upon receiving the associated invoices.

Table 1: Estimated project cost and available funds for the project.

	FY 2017-18	FY 2018-19	Totals
Revenues			
CDFW Grant Funding	\$ -	\$ 993,121	\$ 993,121
WATF	\$ 42,425	\$ 152,500	\$ 194,925
Budget Assessments	\$ 30,000	\$ 17,438	\$ 47,438
Total:	\$ 72,425	\$ 1,163,059	\$ 1,235,484
Contracted Construction Project Expenditures			
PLC Construction	\$ -	\$ 709,600	\$ 709,600
Change Order No. 1	\$ -	\$ 61,241	\$ 61,241
Change Order No. 2	\$ -	\$ 43,826	\$ 43,826
Contech Bridge	\$ 95,962	\$ 191,927	\$ 287,889
Engineers/Permits	\$ 15,418	\$ 98,044	\$ 113,462
	\$ 111,380	\$ 1,104,638	\$ 1,216,018
Differential			\$ 19,466

Table 2: Expenditures to date for the project.

Estimated Project Costs (all):	\$1,203,059	
Available Funding (all):	\$1,235,484	
Total Expenditure to Date:	FY18	FY19
ConTech Bridge (delivered + tax) - Invoice 1:	\$ 95,962	
Geotechnical Services (Fugro) - Invoice 1:		\$ 1,618
Geotechnical Services (Fugro) - Invoice 2:		\$ 1,929
Resident Engineer - AECOM (fabrication) - Invoice 1:		\$ 6,132
Resident Engineer - AECOM (fabrication) - Invoice 2:		\$ 2,376
Materials Testing - Krazan (fabrication) - Invoice 1:		\$ 3,985
Materials Testing - Krazan (fabrication) - Invoice 2:		\$ 1,405
PLC - Invoice 1:		\$ 29,805
PLC - Invoice 2:		\$ 65,085
PLC - Invoice 3:		\$ 273,710
Resident Engineer - Gino Filippin (site construction) - Invoice 1:		\$ 366
Resident Engineer - Gino Filippin (site construction) - Invoice 2:		\$ 5,639
Arborist Services (Ken Knight) - Invoice 1:		\$ 500
Onsite Material Testing (Fugro) - Invoice 1:		\$ 3,283
Onsite Material Testing (Fugro) - Invoice 2:		\$ 4,664
Agua-Flo - Invoice 1:		\$ 312
Tri-Co Reproduction - all invoices:	\$ 272	\$ 369
SWRCB SWPPP Fee:		\$ 221
SB County Encroachment Permit Fee:	\$ 10,000	\$ 20,303
SB County Encroachment Permit Addendum Fee:		\$ 68
CDFW 1600 Permit Fee:	\$ 5,146	
Total Paid:	\$ 111,380	\$ 421,769
Summary:		
% Project Expenditures through 11/19/2018:	44.3%	
Estimated Construction Costs minus Total Expenditures:	\$669,910	
Available Funding minus Total Expenditures:	\$702,335	

LEGAL CONCURRENCE:

COMB legal counsel has reviewed and approved the project.

ENVIRONMENTAL COMPLIANCE:

All permits have been obtained and are being followed.

LIST OF EXHIBITS:

Construction photos:



Figure 1: Pre-project condition looking south over the low flow crossing.



Figure 2: Completed stream work.



Figure 3: Installed 4 foot wide shoulders where the guardrails will be placed.



Figure 4: Working on widening the road shoulders to 4 feet.



Figure 5: Drainage low point on north side approach road to the bridge.

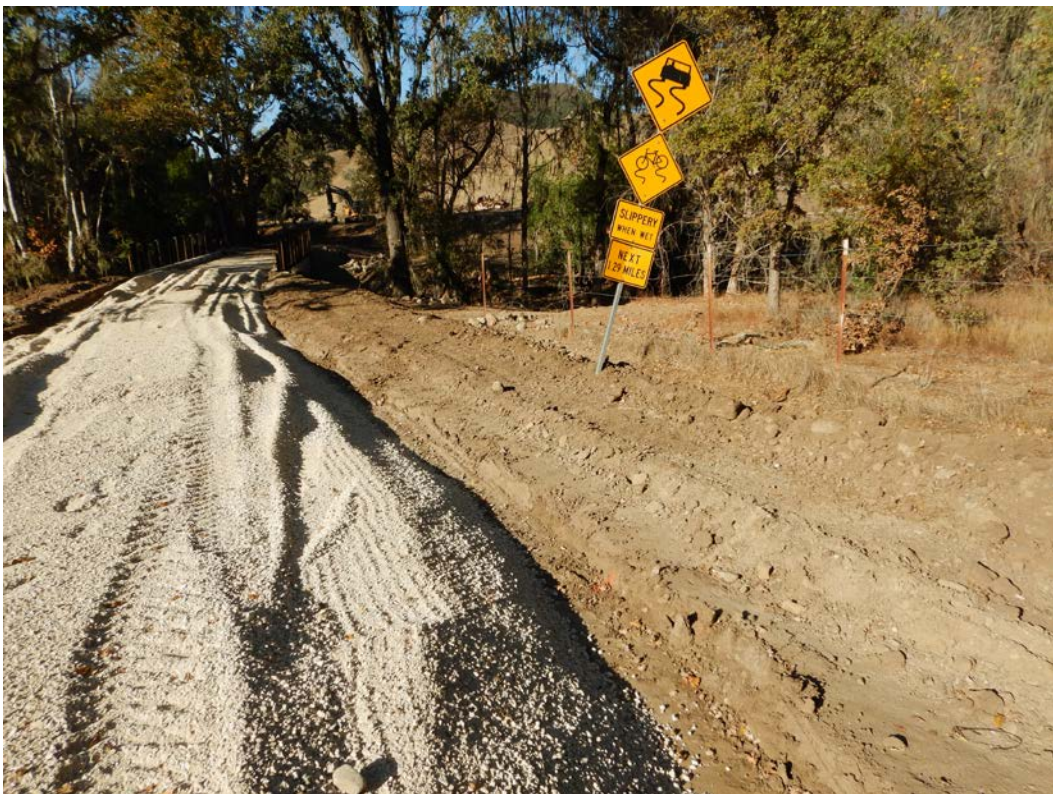


Figure 6: Installing road base on the south side of the bridge.



Figure 7: Stained and anti-graffiti proofed bridge with installed bridge rail posts.



Figure 8: Preparing for road base installation on the north side of the bridge.



Figure 9: Road drainage swale on the south side of the bridge.

CACHUMA OPERATION & MAINTENANCE BOARD

BOARD MEMORANDUM

Date:	November 26, 2018
Submitted by:	Tim Robinson and Scott Volan
Approved by:	Janet Gingras

SUBJECT: **Lake Cachuma Oak Tree Restoration Program**

SUMMARY:

Maintenance

This memorandum on the Lake Cachuma Oak Tree Restoration Program reflects maintenance completed since January, 2018 to the present (1/1/18 – 11/26/18, Table 1). Labor and expenses for the entire fiscal year (July 2018 - June 2019) as well as water usage will be tracked separately and reported as necessary as recommended by the Lake Cachuma Oak Tree Committee. COMB staff continues to rely on the Fisheries Division seasonal employees to conduct the majority of oak tree work in the field. The 2015 Lakeshore Inventory was completed and reviewed by the Lake Cachuma Oak Tree Committee on 2/25/16, which set the mitigation number for the program. The 2017 Annual Inventory and Fiscal Year 2017-2018 Financial Report has been reviewed and approved by the Lake Cachuma Oak Tree Committee on 8/1/18 with suggested recommendations for the upcoming fiscal year. Staff conducted a successful field tour for the Lake Cachuma Oak Tree Committee on 11/8/18.

Table 1: Cachuma Oak Tree Program completed tasks since January, 2018.

	Jan 2018	Feb 2018	March 2018	April 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018
Year 9 Oaks (2016-2017)	Irrigated Weeded	Mulched			Irrigated Weeded	Weeded Roads	Irrigated Weeded		Irrigated Weeded	Irrigated Weeded	
Year 8 Oaks (2015-2016)		Mulched	Mulched	Mulched Weeded	Irrigated Weeded	Weeded Roads	Irrigated Weeded	Irrigated Weeded	Irrigated Weeded	Irrigated Weeded	Irrigated Weeded
									Deer Cages		Mulched
Year 7 Oaks (2014-2015)			Mulched Deer Cages	Mulched Weeded		Irrigated Weeded	Irrigated Weeded	Irrigated Weeded	Irrigated Weeded	Irrigated Weeded	Irrigated Weeded
						Weeded Roads		Deer Cages			Mulched
Year 6 Oaks (2010-2011)	Deer Cages	Deer Cages				Weeded Roads	Irrigated*				
Year 5 Oaks (2009-2010)						Weeded Roads	Irrigated*				
Year 4 Oaks (2008-2009)					Deer Cages	Weeded Roads	Irrigated*			Deer Cages	Deer Cages
Year 3 Oaks (2007-2008)					Deer Cages	Weeded Roads	Irrigated*			Deer Cages	Deer Cages
Year 2 Oaks (2006-2007)						Weeded Roads	Irrigated*				
Year 1 Oaks (2005-2006)						Weeded Roads	Irrigated*				
*Stressed trees irrigated											

From October through November, personnel harvested acorns from healthy, mature coast live and valley oak trees to assist the planting program in future years (Exhibit 1). Harvesting only occurred within the Santa

Ynez Valley near our current planting areas to ensure genetic similarity and the ability to withstand localized climate, soil, and pest conditions. Acorns were delivered to Manzanita Nursery who will pot, germinate, irrigate and prepare them for future planting.

In November, teams continued to irrigate the newer year classes of oak trees since the rainy season hadn't produced enough rainfall to take a break from watering. Crews wrapped up another round of irrigation on the Year 7 and Year 8 age class of oak trees and are in the middle of irrigating the Year 9 trees at the Santa Barbara County Park.

Four truckloads of mulch were delivered from the Santa Ynez County Transfer Station on 10/24/18. Deliveries occurred at both Bradbury Dam and Storke Flat, with the driver able to split loads at multiple locations. The last week of October, crews began mulching the Year 7 age class of trees at Storke Flat, as these trees had the least amount of mulch remaining from previous mulching efforts. Personnel have just begun mulching the Year 8 class of oak trees (Exhibit 2).

RECOMMENDATION:

For Board information only.

LIST OF EXHIBITS:

Current Oak Tree Program photos



Exhibit 1: Lake Cachuma Oak Tree Restoration Program showing coast live and valley oak acorns collected for germination at Manzanita Nursery.



Exhibit 2: Lake Cachuma Oak Tree Restoration Program showing COMB Fisheries Division staff mulching Year 8 oak trees at Storke Flat.

CACHUMA OPERATION AND MAINTENANCE BOARD
METERED USE REPORT FOR OCTOBER 2018

LATERAL/ STATION	NAME	ACRE FEET METERED	LATERAL/ STATION	NAME	ACRE FEET METERED
CARPINTERIA WATER DISTRICT			GOLETA WATER DISTRICT		
Boundary Meter - East		164.68	18+62	G. WEST	81.68
Boundary Meter - West		(0.09)	78+00	Corona Del Mar FILTER Plant	699.71
			122+20	STOW RANCH	0.00
				Raytheon (SWP) (Warren Act Contract)	0.00
				Morehart (SWP) (Warren Act Contract)	(3.00)
				SWP CREDIT (Warren Act Contract)	(424.00)
			TOTAL		354.39
			MONTECITO WATER DISTRICT		
			260+79	BARKER PASS	86.58
			386+65	MWD YARD	12.17
			487+07	VALLEY CLUB	4.66
			499+65	E. VALLEY-ROMERO PUMP	188.61
			510+95	MWD PUMP (SWD)	13.11
			510+95	ORTEGA CONTROL	3.63
			526+43	ASEGRA RD	5.69
			555+80	CO. YARD	0.00
			583+00	LAMBERT RD	0.00
			599+27	TORO CANYON	0.00
				SWP CREDIT (Warren Act Contract)	(314.45)
			TOTAL		0.00
			CITY OF SANTA BARBARA		
			CATER	INFLOW	1142.96
			Gibraltar	PENSTOCK	(190.92)
			CATER	SO. FLOW	(654.09)
			Sheffield	SHEF.LIFT	155.65
				SWP (Warren Act)	(280.00)
				La Cumbre Mutual SWP (Warren Act)	(80.66)
			TOTAL		92.94
			SANTA YNEZ RIVER WATER CONSERVATION DISTRICT, ID#1		
			COUNTY PARK, ETC		2.30
			TOTAL		2.30
			BREAKDOWN OF DELIVERIES BY TYPE:		
			STATE WATER DELIVERED TO LAKE		1275.00
			STATE WATER TO SOUTH COAST (including from storage)		(1266.71)
			METERED DIVERSION		449.63
SWP CREDIT (Warren Act Contract)		(164.60)			
TOTAL		(0.00)			
Note:					
	Meter reads were taken on:	10/31/2018			

18-19 CACHUMA PROJECT ALLOCATION

**CACHUMA OPERATION AND MAINTENANCE BOARD
WATER PRODUCTION AND WATER USE REPORT**

FOR THE MONTH OF **OCTOBER 2018** AND THE WATER YEAR TO DATE (WYTD) ⁽¹⁾

(All in rounded Acre Feet)

	MONTH	WYTD
SCC WATER PRODUCTION:		
Cachuma Lake (Tec. Diversion)	1,639.3	1,639.3
Tecolote Tunnel Infiltration	44.5	44.5
Cachuma Lake (County Park)	2.3	2.3
Subtotal - Water Production	1,686.1	1,686.1
SCC WATER DELIVERIES:		
State Water Diversion	1,266.7	1,266.7
Cachuma Diversion	449.6	449.6
Storage gain/(loss) ⁽²⁾	(34.8)	(34.8)
Subtotal - Water Deliveries	1,681.6	1,681.6
Total Water Production	1,686.1	1,686.1
Total Water Deliveries	1,681.6	1,681.6
Difference = Apparent Water Loss	4.6	4.6
% Apparent Water Loss	0.27%	0.27%

SCC APPARENT WATER LOSS ALLOCATION ⁽³⁾

	GWD	SB CITY	MWD	CVWD	TOTAL
CURRENT MONTH CHARGE / (ADJUSTMENT) ⁽³⁾					
M&I	0.1	0.3	0.0	0.0	0.4
Agriculture	0.0	0.0	0.0	0.0	0.0
Subtotal Cachuma Project	0.1	0.3	0.0	0.0	0.5
(+) State Water Project	0.2	1.3	1.6	1.1	4.1
Total	0.3	1.6	1.6	1.1	4.6
WATER YEAR-TO-DATE CHARGE / (ADJUSTMENT)					
M&I	0.1	0.3	0.0	0.0	0.4
Agriculture	0.0	0.0	0.0	0.0	0.0
Subtotal Cachuma Project	0.1	0.3	0.0	0.0	0.5
(+) State Water Project	0.2	1.3	1.6	1.1	4.1
Total	0.3	1.6	1.6	1.1	4.6

CACHUMA PROJECT WATER CHARGE

	GWD	SB CITY	MWD	CVWD	SYRID #1	TOTAL
CURRENT MONTH						
Water Usage						
M&I	276.4	92.9	0.0	0.0	2.3	371.7
Agricultural	78.0	0.0	0.0	0.0	N/A	78.0
Subtotal Project Water Use	354.4	92.9	0.0	0.0	2.3	449.6
(+) Apparent Water Loss	0.1	0.3	0.0	0.0	N/A	0.5
(+) Evaporative Loss ⁽⁴⁾	44.7	89.8	23.2	16.2	0.5	174.5
Total Project Water Charge	399.2	183.1	23.2	16.2	2.8	624.6
WATER YEAR-TO-DATE						
Water Usage						
M&I	276.4	92.9	0.0	0.0	2.3	371.7
Agricultural	78.0	0.0	0.0	0.0	N/A	78.0
Subtotal Project Water Use	354.4	92.9	0.0	0.0	2.3	449.6
(+) Apparent Water Loss	0.1	0.3	0.0	0.0	N/A	0.5
(+) Evaporative Loss ⁽⁴⁾	44.7	89.8	23.2	16.2	0.5	174.5
Total Project Water Charge (*)	399.2	183.1	23.2	16.2	2.8	624.6

(*) Project Water Charge is applied first to Carryover Water balance and then to Current Year Water Allocation

18-19 CACHUMA PROJECT ALLOCATION

**CACHUMA OPERATION AND MAINTENANCE BOARD
WATER PRODUCTION AND WATER USE REPORT
FOR THE MONTH OF **OCTOBER 2018** AND THE WATER YEAR TO DATE (WYTD) ⁽¹⁾**

(All in rounded Acre Feet)

CACHUMA PROJECT WATER BALANCE

	GWD	SB CITY	MWD	CVWD	SYRID #1	TOTAL
Project Water Carryover - 10/1/2018	3,771.3	7,264.2	1,864.1	1,305.2	40.4	14,245.2
Transfers/Adjustment	0.0	0.0	0.0	0.0	0.0	0.0
(-) Project Water Charge (WYTD)	399.2	183.1	23.2	16.2	2.8	624.6
Balance Carryover Water	3,372.1	7,081.1	1,840.9	1,289.0	37.6	13,620.6
Current Year Allocation ⁽⁵⁾	1,864.0	1,655.5	530.0	563.0	530.0	5,142.5
(-) Balance of Project Water Charge (WYTD)	0.0	0.0	0.0	0.0	0.0	0.0
Net Allocation Available Before Adjustments	1,864.0	1,655.5	530.0	563.0	530.0	5,142.5
<u>Adjustments to Net Allocation (WYTD)</u>						
Carryover Balances Spilled	0.0	0.0	0.0	0.0	0.0	0.0
Surplus	0.0	0.0	0.0	0.0	0.0	0.0
State Water Exchange ⁽⁶⁾	0.0	0.0	0.0	0.0	0.0	0.0
Transfers/Adjustment	0.0	0.0	0.0	0.0	0.0	0.0
Balance Current Year Allocation	1,864.0	1,655.5	530.0	563.0	530.0	5,142.5
Total Cachuma Project Water Available	5,236.1	8,736.6	2,370.9	1,852.0	567.6	18,763.1

Footnotes

- (1) Water Year = October 1 through September 30
- (2) Includes Lauro and Ortega Reservoirs only.
- (3) Based on an correspondence from Michael Jackson, dated 09/15/17, which revised the approach to the assessment for unaccounted-for water loss based on lake conditions
- (4) Per USBR, evaporation is applied to Cachuma Carryover and SWP water through standard contract formula effective April 1, 2017.
- (5) Per USBR, 20% initial allocation to Member Agencies, effective 10/1/18. Lake conditions to be reviewed in Spring 2019 for a potential 20% additional allocation
- (6) The SWP Exchange amount for October 2018 was zero.
- (7) Memo only - State Water Deliveries to Lake Cachuma for October 2018 (Total =1275 AF): MWD 283 AF; CVWD 189 AF
GWD 424 AF (Morehart 3 AF); City of S.B. 282 AF; and LaCumbre 94 AF; (Raytheon 0 AF)

SUMMARY: APPARENT WATER LOSS ALLOCATION

October 2018

	Lauro & Cater Loss (LE + CTPL)	Ortega Toe Drain (OTD)	Use Area 1	Use Area 2	Use Area 3	Use Area 4	Total (AF)	Rounded Total (AF)
GWD	0.5	0.0	-0.1	-0.1	0.0	0.0	0.3	0.3
City of SB	2.1	0.0	0.0	-0.4	0.0	0.0	1.6	1.6
MWD	1.8	0.5	0.0	-0.4	0.0	-0.2	1.6	1.6
CVWD	0.9	0.5	0.0	-0.2	0.0	-0.1	1.1	1.1
Total	5.3	1.0	-0.2	-1.1	-0.1	-0.4	4.6	4.6

COMB STATE WATER PROJECT ACCOUNTING - SOUTH COAST ONLY (Does not include SYRWCD, ID#1 or exchange water)

Month	Total Delivered to Lake per CCWA	CVWD						MWD						CITY OF SB						GWD						LCMWC				RSYS			MLC									
		Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake					
2017																																										
Bal. Frwd						504						809						2098						747						0						11						1
January	1437	219	0	1	2	0	720	357	58	3	3	0	1102	357	273	4	8	10	2179	467	58	0	3	(10)	1144	35	10	2	23	0	0	0	11	2	2	2	0	0	1			
February	1250	196	96	4	7	0	809	296	25	2	10	0	1361	296	197	5	21	0	2252	445	50	0	11	0	1528	15	29	2	7	0	0	11	2	2	2	0	0	1				
March	990	135	180	4	7	0	753	226	76	2	12	0	1498	226	112	7	20	0	2340	339	190	0	13	0	1664	59	34	0	33	4	4	11	1	1	1	1	1	1				
April	634	96	134	17	11	0	686	144	180	23	22	0	1417	144	210	21	35	0	2218	217	567	3	25	0	1286	29	55	1	6	3	3	11	1	1	1	1	1	1				
May	1165	168	372	39	14	0	429	258	229	24	29	0	1392	258	80	49	46	0	2301	388	520	3	27	0	1124	86	63	0	29	4	3	12	3	4	4	0	0	0				
June	1026	153	377	13	10	0	182	230	293	10	33	0	1286	230	252	17	55	0	2208	345	958	2	27	0	483	60	34	1	54	4	4	12	4	4	0	0	0	0				
July	1151	165	327	12	5	0	3	254	321	12	34	0	1174	255	247	24	58	0	2134	383	850	3	13	0	0	84	74	1	62	4	4	12	6	6	0	0	0	0				
August	1006	144	232	0	0	85	0	223	333	0	37	71	1098	223	210	67	119	0	2199	334	345	0	0	11	0	74	92	2	42	4	4	12	4	4	0	0	0					
September	1190	175	153	22	0	0	0	263	288	36	39	0	997	263	187	16	78	0	2181	395	392	3	0	0	0	88	21	1	108	0	0	12	6	6	0	0	0					
October	1048	147	139	8	0	0	0	244	348	19	15	0	860	244	352	13	32	0	2028	367	365	2	0	0	0	46	81	2	71	0	0	12	0	0	0	0	0					
November	369	0	0	0	(0)	0	0	96	265	32	7	0	652	96	391	29	16	0	1688	145	143	2	(0)	0	0	32	96	1	7	0	0	12	0	0	0	0	0					
December	1281	0	0	0	(0)	0	0	354	310	61	4	0	630	298	273	36	10	0	1667	532	526	6	0	0	0	68	12	0	62	22	22	12	7	7	0	0	0					
Total	12547	1598	2010	120	56	85	0	2945	2726	225	244	71	630	2890	2783	222	445	129	1667	4357	4964	24	117	1	0	676	601	13	62	45	44	12	36	37	0	0	0					

(*) Adj / Notes:

January 2017 - GWD transferred 18.12 AF SWP water to City of SB per overlap agreement

August 2017 - Includes credit adjustment for water loss charged to South Coast Member Units (Mar - Jul) based email from Michael Jackson, dated 09/15/17, which revised the approach to the assess for unaccounted-for water loss based on lake conditions.

Month	Total Delivered to Lake per CCWA	CVWD						MWD						CITY OF SB						GWD						LCMWC				RSYS			MLC									
		Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake					
2018																																										
Bal. Frwd						0						630						1667						0						62						12						0
January	1275	201	31	3	(0)	0	167	270	219	18	4	0	659	301	346	16	11	0	1595	452	387	2	(0)	0	62	49	30	0	80	0	0	12	2	2	2	0	0	0				
February	1142	169	20	3	1	0	311	253	257	35	5	0	614	253	367	29	13	0	1440	380	146	3	1	0	293	85	52	1	113	0	0	12	2	2	2	0	0	0				
March	976	70	6	1	2	0	372	255	98	14	4	0	753	254	291	19	10	0	1373	381	9	1	2	0	663	10	15	1	107	4	4	12	2	2	0	0	0					
April	1218	0	47	2	4	0	320	287	225	5	9	0	801	287	496	8	16	0	1140	636	196	0	8	0	1094	0	29	1	77	5	5	12	3	3	3	0	0	0				
May	1255	190	154	12	5	0	338	309	290	23	13	0	784	285	491	23	18	0	892	463	400	2	18	0	1137	0	22	1	54	5	5	12	3	3	0	0	0					
June	1157	175	174	6	6	0	327	263	310	10	15	0	713	264	459	10	17	0	671	395	791	2	21	0	719	50	51	1	51	5	5	12	5	5	0	0	0					
July ⁽¹⁾	1160	170	239	-6	8	0	256	256	425	-11	16	0	538	256	682	-9	15	0	239	384	950	-2	17	0	139	86	91	1	45	3	3	12	5	5	0	0	0					
August ⁽¹⁾	1230	143	258	-5	6	0	140	283	431	-8	12	0	387	282	477	-5	5	0	44	424	560	-1	3	0	1	93	72	1	65	0	0	12	5	5	0	0	0					
September	1220	182	186	2	2	0	132	274	364	4	6	0	287	274	314	3	1	0	0	409	409	0	0	0	0	74	58	1	80	0	0	12	7	7	0	0	0					
October	1275	189	165	1	2	0	154	283	314	2	4	0	250	282	280	1	0	0	1	424	424	0	0	0	0	94	81	1	92	0	0	12	3	3	0	0	0					
November																																										
December																																										
Total	11908	1489	1279	20	36	0	154	2733	2933	91	88	0	250	2738	4202	95	107	0	1	4348	4271	8	69	0	0	541	501	10	92	22	22	12	37	37	0	0	0					

(*) Adj / Notes:

July and August 2018 - Includes a credit adjustment to Apparent Water Loss (AWL). AWL is attributed to system loss, meter discrepancies and change in water storage. COMB staff monitors trends for potential corrective action or accounting adjustment.

Total SC Storage at month end (AF): 405

Total Storage at month end (AF): 509

SUMMARY OF WATER USED
CACHUMA PROJECT - CONTRACT #175R-1802

Contract Year: 10/1/18 to: 9/30/19

Contract Entity: **Goleta Water District**
 Last updated by C.O.M.B. 10/31/18

Month	CARRYOVER WATER		CURRENT YEAR ALLOCATION									
	TOTAL WATER USED			WATER USE CHARGED			WATER USE CHARGED					
	Acre-feet			Allocation			Allocation					
	M & I	Agr	Total	Evap	Used	Total	M & I	Agr	M & I	Agr	Total	
Oct	3,771.3	1,864.0										
Nov	-	-	-	-	-	-	-	-	-	-	-	
Dec	-	-	-	-	-	-	-	-	-	-	-	
Jan	-	-	-	-	-	-	-	-	-	-	-	
Feb	-	-	-	-	-	-	-	-	-	-	-	
Mar	-	-	-	-	-	-	-	-	-	-	-	
Apr	-	-	-	-	-	-	-	-	-	-	-	
May	-	-	-	-	-	-	-	-	-	-	-	
Jun	-	-	-	-	-	-	-	-	-	-	-	
Jul	-	-	-	-	-	-	-	-	-	-	-	
Aug	-	-	-	-	-	-	-	-	-	-	-	
Sep	-	-	-	-	-	-	-	-	-	-	-	
Total	3,771.3	1,864.0	276.5	78.0	354.5	44.7	354.5	399.2	311.4	87.8	0.0	0.0

Month	CONVERSIONS (M&I AND AG SPLIT)			
	CARRYOVER WATER		CURR YR ALLOCATION	
	M & I	Agr	M & I	Agr
Oct	-	-	-	-
Nov	-	-	-	-
Dec	-	-	-	-
Jan	-	-	-	-
Feb	-	-	-	-
Mar	-	-	-	-
Apr	-	-	-	-
May	-	-	-	-
Jun	-	-	-	-
Jul	-	-	-	-
Aug	-	-	-	-
Sep	-	-	-	-

Month	SCHEDULE AND REVISIONS			SCHEDULE AND REVISIONS		
	Total	Allocation		Allocation		Total
		M & I	Agr	M & I	Agr	
Oct	3,771.3	2,518.4	1,252.9	1,254.0	610.0	1,864.0
Nov	-	-	-	-	-	-
Dec	-	-	-	-	-	-
Jan	-	-	-	-	-	-
Feb	-	-	-	-	-	-
Mar	-	-	-	-	-	-
Apr	-	-	-	-	-	-
May	-	-	-	-	-	-
Jun	-	-	-	-	-	-
Jul	-	-	-	-	-	-
Aug	-	-	-	-	-	-
Sep	-	-	-	-	-	-

Month	BALANCE - CARRYOVER WATER			BALANCE - CURR YR ALLOC		
	Total	Allocation		Allocation		Total
		M & I	Agr	M & I	Agr	
Oct	3,372.1	2,207.0	1,165.1	1,254.0	610.0	1,864.0
Nov	-	-	-	-	-	-
Dec	-	-	-	-	-	-
Jan	-	-	-	-	-	-
Feb	-	-	-	-	-	-
Mar	-	-	-	-	-	-
Apr	-	-	-	-	-	-
May	-	-	-	-	-	-
Jun	-	-	-	-	-	-
Jul	-	-	-	-	-	-
Aug	-	-	-	-	-	-
Sep	-	-	-	-	-	-

TOTAL CACHUMA PROJECT BALANCE (CARRYOVER + CURRENT YR ALLOCATION) 5,236.1

SUMMARY OF WATER USED
CACHUMA PROJECT - CONTRACT #175R-1802

Contract Year: 10/1/18 to: 9/30/19

Contract Entity: **Carpinteria Valley Water District**
 Last updated by C.O.M.B. 10/31/18

CARRYOVER WATER	CURRENT YEAR ALLOCATION
------------------------	--------------------------------

	Carryover Balance Prior Yr	Approved Allocation Curr Yr
Month		
Oct	1,305.2	563.0
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Total	1,305.2	563.0

	TOTAL WATER CHARGED			WATER USE CHARGED			WATER USE CHARGED				
	Acre-feet						Allocation				
	M & I	Agr	Total	Evap	Used	Total	M & I	Agr	M & I	Agr	Total
Oct	0.0	0.0	0.0	16.2	0.0	16.2	7.4	8.8	0.0	0.0	0.0
Nov	-	-	-	-	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-	-	-	-	-
Jan	-	-	-	-	-	-	-	-	-	-	-
Feb	-	-	-	-	-	-	-	-	-	-	-
Mar	-	-	-	-	-	-	-	-	-	-	-
Apr	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-
Jun	-	-	-	-	-	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	16.2	-	16.2	7.4	8.8	-	-	-

	CONVERSIONS (M&I AND AG SPLIT)			
	CARRYOVER WATER		CURR YR ALLOCATION	
	M & I	Agr	M & I	Agr
Month				
Oct	-	-	-	-
Nov	-	-	-	-
Dec	-	-	-	-
Jan	-	-	-	-
Feb	-	-	-	-
Mar	-	-	-	-
Apr	-	-	-	-
May	-	-	-	-
Jun	-	-	-	-
Jul	-	-	-	-
Aug	-	-	-	-
Sep	-	-	-	-

	SCHEDULE AND REVISIONS			SCHEDULE AND REVISIONS			
		Total	Allocation		Allocation		Total
			M & I	Agr	M & I	Agr	
Month							
Oct	Begin Bal	1,305.2	597.3	707.9	258.5	304.5	563.0
Nov							-
Dec							-
Jan							-
Feb							-
Mar							-
Apr							-
May							-
Jun							-
Jul							-
Aug							-
Sep							-

	BALANCE - CARRYOVER WATER			BALANCE - CURR YR ALLOC			
		Total	Allocation		Allocation		Total
			M & I	Agr	M & I	Agr	
Month							
Oct		1,289.0	589.9	699.1	258.5	304.5	563.0
Nov							-
Dec							-
Jan							-
Feb							-
Mar							-
Apr							-
May							-
Jun							-
Jul							-
Aug							-
Sep							-

TOTAL CACHUMA PROJECT BALANCE (CARRYOVER + CURRENT YR ALLOCATION) 1,852.0

SUMMARY OF WATER USED
CACHUMA PROJECT - CONTRACT #175R-1802

Contract Year: 10/1/18 to: 9/30/19

Contract Entity: **Montecito Water District**
 Last updated by C.O.M.B. 10/31/18

Month	Carryover Balance Prior Yr	Approved Allocation Curr Yr
Oct	1,864.1	530.0
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Total	1,864.1	530.0

TOTAL WATER USED			WATER USE CHARGED				WATER USE CHARGED			
Acre-feet							Allocation			
M & I	Agr	Total	Evap	Used	Total	M & I	Agr	M & I	Agr	Total
0.0	0.0	0.0	23.2	-	23.20	18.3	4.9	0.0	0.0	0.0
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	23.2	-	23.2	18.3	4.9	-	-	-

CONVERSIONS (M&I AND AG SPLIT)					
CARRYOVER WATER			CURR YR ALLOCATION		
Month	M & I	Agr	M & I	Agr	
Oct	-	-	-	-	
Nov	-	-	-	-	
Dec	-	-	-	-	
Jan	-	-	-	-	
Feb	-	-	-	-	
Mar	-	-	-	-	
Apr	-	-	-	-	
May	-	-	-	-	
Jun	-	-	-	-	
Jul	-	-	-	-	
Aug	-	-	-	-	
Sep	-	-	-	-	

Month
 Oct
 Nov
 Dec
 Jan
 Feb
 Mar
 Apr
 May
 Jun
 Jul
 Aug
 Sep

SCHEDULE AND REVISIONS				SCHEDULE AND REVISIONS			
	Total	Allocation		Allocation		Total	
		M & I	Agr	M & I	Agr		
Begin Bal	1,864.1	1,473.0	391.1	493.0	37.0	530.0	
Oct	-	-	-	-	-	-	
Nov	-	-	-	-	-	-	
Dec	-	-	-	-	-	-	
Jan	-	-	-	-	-	-	
Feb	-	-	-	-	-	-	
Mar	-	-	-	-	-	-	
Apr	-	-	-	-	-	-	
May	-	-	-	-	-	-	
Jun	-	-	-	-	-	-	
Jul	-	-	-	-	-	-	
Aug	-	-	-	-	-	-	
Sep	-	-	-	-	-	-	

Month
 Oct
 Nov
 Dec
 Jan
 Feb
 Mar
 Apr
 May
 Jun
 Jul
 Aug
 Sep

BALANCE - CARRYOVER WATER				BALANCE - CURR YR ALLOC			
	Total	Allocation		Allocation		Total	
		M & I	Agr	M & I	Agr		
	1,840.9	1,454.7	386.2	493.0	37.0	530.0	

TOTAL CACHUMA PROJECT BALANCE (CARRYOVER + CURRENT YR ALLOCATION) 2,370.9

SUMMARY OF WATER USED
CACHUMA PROJECT - CONTRACT #175R-1802

Contract Year: 10/1/18 to: 9/30/19

Contract Entity: **Santa Ynez River Water Conservation District, ID#1**
 Last updated by C.O.M.B. 10/31/18

Month	Carryover Balance Prior Yr	Approved Allocation Curr Yr
Oct	40.4	530.0
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Total	40.4	530.0

TOTAL WATER USED			WATER USE CHARGED			WATER USE CHARGED				
M & I	Agr	Total	Evap	Used	Total	Allocation		Allocation		Total
						M & I	Agr	M & I	Agr	
2	-	2	0.5	2	3	3	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
2.3	0.0	2.3	0.5	2.3	2.8	2.8	0.0	0.0	0.0	0.0

CONVERSIONS (M&I AND AG SPLIT)			
CARRYOVER WATER		CURR YR ALLOCATION	
M & I	Agr	M & I	Agr
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

Month
 Oct
 Nov
 Dec
 Jan
 Feb
 Mar
 Apr
 May
 Jun
 Jul
 Aug
 Sep

SCHEDULE AND REVISIONS			SCHEDULE AND REVISIONS			
	Total	Allocation		Allocation		Total
		M & I	Agr	M & I	Agr	
Begin Bal	40.4	40.4	-	175.0	355.0	530.0
Oct	-	-	-	-	-	-
Nov	-	-	-	-	-	-
Dec	-	-	-	-	-	-
Jan	-	-	-	-	-	-
Feb	-	-	-	-	-	-
Mar	-	-	-	-	-	-
Apr	-	-	-	-	-	-
May	-	-	-	-	-	-
Jun	-	-	-	-	-	-
Jul	-	-	-	-	-	-
Aug	-	-	-	-	-	-
Sep	-	-	-	-	-	-

*NOTE:

Month
 Oct
 Nov
 Dec
 Jan
 Feb
 Mar
 Apr
 May
 Jun
 Jul
 Aug
 Sep

BALANCE - CARRYOVER WATER			BALANCE - CURR YR ALLOC			
County Parks Usage (AF)	Total	Allocation		Allocation		Total
		M & I	Agr	M & I	Agr	
2.3	37.6	37.6	-	175.0	355.0	530.0
Oct	-	-	-	-	-	-
Nov	-	-	-	-	-	-
Dec	-	-	-	-	-	-
Jan	-	-	-	-	-	-
Feb	-	-	-	-	-	-
Mar	-	-	-	-	-	-
Apr	-	-	-	-	-	-
May	-	-	-	-	-	-
Jun	-	-	-	-	-	-
Jul	-	-	-	-	-	-
Aug	-	-	-	-	-	-
Sep	-	-	-	-	-	-

TOTAL CACHUMA PROJECT BALANCE (CARRYOVER + CURRENT YR ALLOCATION) **567.6**

SUMMARY OF WATER USED

CACHUMA PROJECT - CONTRACT #175R-1802

Contract Year: 10/1/18 to: 9/30/19

Contract Entity: **Santa Barbara Co. Water Agency**
Last updated by C.O.M.B. 10/31/18

Month	Carryover Balance Prior Yr	Approved Allocation Curr Yr	TOTAL WATER USED				WATER USE CHARGED			WATER USE CHARGED				
			Acre-feet				Evap	Div	Total	Allocation		Allocation		Total
			Use %	M & I	Agr	Total				M & I	Agr	M & I	Agr	
Oct	14,245.2	5,142.5	0.0	372.1	78.0	450.1	174.5	450.1	624.6	523.0	101.5	0.0	0.0	0.0
Nov	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jan	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Feb	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mar	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apr	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jun	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	14,245.2	5,142.5	0.0	372.1	78.0	450.1	174.5	450.1	624.6	523.0	101.5	0.0	0.0	0.0

Month	CONVERSIONS (M&I AND AG)			
	CARRYOVER WATER		CURR YR ALLOCATION	
	M & I	Agr	M & I	Agr
Oct	-	-	-	-
Nov	-	-	-	-
Dec	-	-	-	-
Jan	-	-	-	-
Feb	-	-	-	-
Mar	-	-	-	-
Apr	-	-	-	-
May	-	-	-	-
Jun	-	-	-	-
Jul	-	-	-	-
Aug	-	-	-	-
Sep	-	-	-	-

Month	SCHEDULE AND REVISIONS			SCHEDULE AND REVISIONS			
	Begin Bal	Total	Allocation		Allocation		Total
			M & I	Agr	M & I	Agr	
Oct	14,245.2	14,245.2	11,893.3	2,351.9	3,836.0	1,306.5	5,142.5
Nov	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-
Jan	-	-	-	-	-	-	-
Feb	-	-	-	-	-	-	-
Mar	-	-	-	-	-	-	-
Apr	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-
Jun	-	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-

Month	BALANCE - CARRYOVER WATER			BALANCE - CURR YR ALLOC			
	County Parks Usage (AF)	Total	Allocation		Allocation		Total
			M & I	Agr	M & I	Agr	
Oct	2.3	13,620.6	11,370.3	2,250.4	3,836.0	1,306.5	5,142.5
Nov	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-
Jan	-	-	-	-	-	-	-
Feb	-	-	-	-	-	-	-
Mar	-	-	-	-	-	-	-
Apr	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-
Jun	-	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-

TOTAL CACHUMA PROJECT BALANCE (CARRYOVER + CURRENT YR ALLOCATION) **18,763.1**

Proof
-

CACHUMA DAILY OPERATIONS

Month & Year: November 2018
 Time of Observations: 0830 Evaporation Pan Factor: 72%

Day	Beginning Storage: 60,153			Surface Area	Rainfall		Evaporation		CCWA Inflow	Releases					Computed Inflow		
	Elevation	Storage	Change		inches	acre-feet	inches	acre-feet		Park Diversion	South Coast	Hilton Creek	WR 89-18	Outlet		Spillway	
	ft	acre-feet	acre-feet	acres	inches	acre-feet	inches	acre-feet	acre-feet	acre-feet	acre-feet	acre-feet	acre-feet	acre-feet	acre-feet	acre-feet	
1	692.05	60,153	-	1,428	-		0.260	22.3		41.4		56.7	7.8		-		45.4
2	692.03	60,124	(29)	1,428	-		0.300	25.7		41.3		63.4	7.8		1.0		27.6
3	691.99	60,067	(57)	1,427	-		0.280	24.0		9.1		63.7	7.7		-		29.3
4	691.93	59,981	(86)	1,426	-		0.190	16.3		-		67.3	8.0		-		5.6
5	691.88	59,910	(71)	1,425	-		0.140	12.0		-		63.0	7.7		-		11.7
6	691.80	59,795	(115)	1,424	-		0.130	11.1		-		59.1	7.6				(37.2)
7	691.78	59,767	(28)	1,423	-		0.100	8.5		-		63.2	7.6				51.3
8	691.69	59,638	(129)	1,421	-		0.060	5.1		-		62.8	7.6				(53.5)
9	691.66	59,595	(43)	1,421	-		0.130	11.1		-		62.2	7.6				37.9
10	691.61	59,524	(71)	1,420	-		0.130	11.1		-		62.6	7.5				10.2
11	691.54	59,425	(99)	1,419	-		0.240	20.4		-		63.4	7.4		-		(7.8)
12	691.48	59,340	(85)	1,418	-		0.080	6.8		-		61.2	7.3				(9.7)
13	691.43	59,270	(70)	1,417	-		0.160	13.6		-		61.4	7.3				12.3
14	691.37	59,185	(85)	1,416	-		0.140	11.9		-		60.2	7.2				(5.7)
15	691.32	59,114	(71)	1,415	-		0.170	14.4		-		67.2	7.1				17.7
16	691.27	59,044	(70)	1,414	-		0.120	10.2		-		67.9	7.1				15.2
17	691.21	58,959	(85)	1,413	-		0.200	17.0		-		50.3	7.1				(10.6)
18	691.17	58,902	(57)	1,413	-		0.040	3.4		-		49.9	7.1				3.4
19	691.16	58,888	(14)	1,413	-		0.130	11.0		39.2		48.5	7.1				13.4
20	691.13	58,846	(42)	1,412	-		0.080	6.8		31.7		59.2	7.2				(0.5)
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	

TOTALS	-1307						3.080	262.6	-	162.7	-	1,213.2	148.8	-	1.0	-	156.0
---------------	-------	--	--	--	--	--	-------	-------	---	-------	---	---------	-------	---	-----	---	-------

Park Usage Rain % Yr. Total



**Santa Barbara County Parks Division,
Cachuma Lake Recreation Area**



**Summary of Aquatic Invasive Species Vessel Inspection Program
and Early Detection Monitoring Program: **October 2018****

Cachuma Lake Recreation Area Launch Data -- October 2018		
Inspection Data		
Total Vessels entering Park	195	
Total Vessels launched	187	
Total Vessels Quarantined	7	
Returning with Boat Launch Tag	138	74%
New: Removed from Quarantine		
Kayak/Canoe: Inspected, launched	49	26%
4-stroke Engines		
2-strokes, w/CARB star ratings		
2-strokes, NO emissions ratings		
Quarantine Data		
Total Vessels Quarantined	7	
Quarantined 7 days	*	
Quarantined 14 days	*	
Quarantined 30 days	7	
Quarantine Cause		
Water on vessel*	*	
Debris on hull*	*	
Plug installed*	*	
From infected county	3	
Ballast tanks*	*	
Boat longer than 24 feet*	*	
Out-of-state	0	
Unspecified*	*	
Mandatory Quarantine All Untagged Boats	7	
Demographic Data		
Quarantined from infected county	3	
Quarantined from SB County	4	
Quarantined from uninfected co	0	

Boat Launch Tags: Boats with Cachuma Lake Boat Launch Tags attach boat to trailer.

No mussel species have been located on any vessel entering Cachuma Lake as of the last day of this month.

* These conditions are no longer being tracked.

EARLY DETECTION MONITORING PROGRAM SUMMARY

Summary: No Dreissenid mussels were detected
 Inspection Site: Cachuma Lake, Santa Barbara County, California
 Inspection Date and Time: 2018.09.30; 12:00 2:00 PDT
 Method: 10 PVC/Cement Sampling Stations; 52 linear feet of line
 Surveyors: SBCO Parks
 Lake elevation: Max feet: 753.00, current 692.1; Max acre-feet: 193,305, current: 60,253;
 Current capacity: 31.2%

RESOLUTION NO. 675
A RESOLUTION HONORING
W. Douglas Morgan
FOR HIS SERVICE TO THE
CACHUMA OPERATION AND MAINTENANCE BOARD

WHEREAS, W. Douglas “Doug” Morgan, representing the Montecito Water District, has served in an outstanding manner from January, 2010, until December, 2018, as a Director and, more recently, President of the Cachuma Operation and Maintenance Board (COMB); and

WHEREAS, Director Morgan has been a strong advocate for the Cachuma Project and the Member Agencies of COMB during endeavors to maintain a balance of water supply reliability for the people of southern Santa Barbara County and protection of Southern Steelhead fisheries resources and critical habitat in the Santa Ynez River downstream of Lake Cachuma; and

WHEREAS, Director Morgan has served during extraordinary times throughout his tenure with COMB, including the worst drought on record, devastating wildfires that burned tens of thousands of acres in the Cachuma Project watershed, and subsequent debris flows over the South Coast conduit; and

WHEREAS, Director Morgan was instrumental in collaborating with his colleagues on the COMB Board to fund critical reliability projects including the Modified Upper Reach Reliability Project and the Emergency Pumping Facility Project; and

WHEREAS, Director Morgan was an advocate for applying for and receiving grant funding and completing the installation of nine fish passage restoration projects constructed during his tenure; and

WHEREAS, Director Morgan chaired or served as a member of multiple Board committees, offering guidance on numerous programs, including overseeing the progress of the Lake Cachuma Oak Tree program of work; and

WHEREAS, the Board and staff will miss this “mighty” gentleman wearing colorful suspenders, enjoying his aromatic pipe (outside the building, of course), and calling COMB Board meetings to order on “Apple” time.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors and staff of the Cachuma Operation and Maintenance Board extend to W. Douglas Morgan their sincere appreciation and heartfelt thanks for the invaluable service that he has given to the Board, COMB staff and to the people of the County of Santa Barbara. We wish our good friend Doug the very best in all of his future activities.

PASSED AND ADOPTED by the Board of Directors of the Cachuma Operation and Maintenance Board on this 26th day of November 2018.

ATTEST:

Janet Gingras, Secretary of the Board

APPROVED:

Lauren Hanson
Vice-President of the Board

Polly Holcombe
Director

Kristen Sneddon
Director