

**MINUTES OF A SPECIAL MEETING**  
**of the**  
**CACHUMA CONSERVATION RELEASE BOARD**  
**held at the**  
**Goleta Water District**  
**Conference Room**  
**4699 Hollister Ave.**  
**Goleta, CA 93110**  
**Friday, February 2, 2018, 10:00 am**

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**CALL TO ORDER, ROLL CALL**

The meeting was called to order at 10 a.m. by board President and Chair Lauren Hanson, who introduced and welcomed new board member Kristen Sneddon as the City of Santa Barbara's representative to CCRB. Those in attendance were:

**Directors Present:**

|                 |                          |
|-----------------|--------------------------|
| Lauren Hanson   | Goleta Water District    |
| Doug Morgan     | Montecito Water District |
| Kristen Sneddon | City of Santa Barbara    |

**Also Present:**

John McInnes  
Ryan Drake  
Kelley Dyer  
Nina Pisani  
Joel Mulder  
Peter Cantle

**Present by Phone:**

Kevin O'Brien  
Sam Bivins  
Jean Baldrige  
Enrique Lopezcalva  
Warren Greco  
Ted Harris

**PUBLIC COMMENT**

There was no public comment.

## CONSENT AGENDA

The board determined to consider the two consent items separately.

- a. Item C1, approve meeting minutes from January 4, 2018 and January 5, 2018. Moved and seconded (Morgan/Hanson). Vote: 2/0/1 (Sneddon).
- b. Item C2, receive and file unaudited interim financial statement for period ending December 31, 2017. Moved and seconded (Morgan/Hanson). Vote: 3/0/0.

## DEPARTMENTAL AGENDA

Contract for CCRB General Manager.

- a. Consider and approve contract with Cantle Environmental Services, LLC to serve as CCRB General Manager; and,
- b. Direct board president to execute contract.

Deliberation: Director Morgan asked if a contract between CCRB and an LLC would affect CCRB's recourse in the case of, for example, a bad check. Mr. O'Brien stated the LLC would offer Mr. Cantle personal insulation from a damages claim but that on balance Mr. O'Brien viewed this as low-likelihood occurrence. President Hanson confirmed that Mr. Cantle has liability insurance in place. President Hanson and Director Sneddon both noted that the LLC structure supported CCRB's intent to fill the position with an independent contractor rather than an employee.

Motion: Moved and seconded (Morgan/Sneddon) to approve the contract and direct the board President execute it. Vote: 3/0/0. President Hanson then executed the contract with Mr. Cantle.

Audits for Fiscal Years 2014/2015 and 2015/2016.

- a. Receive a presentation on FY 2014/2015 and FY 2015/2016 from audit firm Bartlett, Pringle and Wolf, LLP; and
- b. Receive and file audits for FY 2014/2015 and FY 2015/2016.

Deliberation: The board received a report from Bartlett, Pringle and Wolf's Nina Pisani, who presented the results of the firm's audits. Ms. Pisani noted that the audits fairly presented CCRB's financial position, and no significant or unusual transactions were identified. The firm issued a separate Internal Control letter recommending that CCRB implement policies to ensure checks are deposited more timely to CCRB's bank account and that expense reimbursements be more closely reviewed by the board and supported by receipts. Director Morgan noted that these recommended fixes could be implemented by the new General Manager.

Motion: Moved and seconded (Morgan/Sneddon) to receive and file the two audit reports. Vote: 3/0/0.

State Controller Report – 2017

- a. Receive and file CCRB's 2017 Special Districts Financial Transactions Report submitted to State Controller.

Deliberation: Ryan Drake advised the board that Bartlett, Pringle and Wolf, LLP had assisted in completing the form and that he'd submitted it on CCRB's behalf to the State Controller.

Motion: Moved and seconded (Morgan/Sneddon) to receive and file the report. Vote: 3/0/0.

**CLOSED SESSION**

The Board went into closed session at 10:30 a.m. to discuss matters regarding existing and potential litigation. The Board came out of closed session and reconvened the public meeting at 11:59 a.m. There was no reportable action from closed session.

**CCRB ADJOURNMENT**

President Hanson again welcomed Director Sneddon to the Board and noted her appreciation to Ryan Drake, the consultant team and staff. The meeting was adjourned at 12:05 p.m., with the next scheduled meeting set for March 1, 2018, at 10 a.m. at the City of Santa Barbara.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Anna Carver", is written over a light blue rectangular background. The signature is fluid and cursive.

Secretary to the Board