



## CACHUMA CONSERVATION RELEASE BOARD

### REGULAR MEETING AGENDA

City of Santa Barbara  
David Gebhard Conference Room  
630 Garden Street  
Santa Barbara, CA 93101

City of Santa Barbara  
Goleta Water District  
Montecito Water District

May 3, 2018  
10:00 AM

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#### **Roll Call**

#### **Public Comment Period**

Any member of the public may address the Board of Directors (Board) on any subject within the jurisdiction of the Board that is not scheduled for a public hearing before the Board. The President of the Board will determine the total time for public comments. If you wish to address the Board, please complete and deliver to the Secretary of the Board, before the meeting is convened, a "Request to Speak" form including a description of the subject you wish to address.

#### **Consent Agenda**

All matters listed hereunder constitute a consent agenda and may be acted upon by a single roll call vote of the Board.

##### **CA-1) MEETING MINUTES**

Approval of minutes of the Board of Directors' April 5, April 11 and April 27, 2018 meetings.

##### **CA-2) UNAUDITED INTERIM FINANCIAL STATEMENT – PERIOD ENDING MARCH 31, 2018**

Receive and file the Unaudited Interim Financial Statement – Period Ending March 31, 2018.

##### **CA-3) RESOLUTION TO CLARIFY GENERAL MANAGER AUTHORITY TO ENTER INTO FINANCIAL AND BANKING TRANSACTIONS**

#### **Closed Session Agenda**

##### **CS-1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Government Code section 54956.9(d) (One potential case)

**CS-2) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Government Code section 54956.9(d)(1) (One case: State Water Resources Control Board adjudicatory proceeding regarding Cachuma Project water rights)

**Reconvene into open session and report on actions taken in closed session pursuant to Government Code Section 54957.1**

**Regular Agenda**

1. **FISCAL YEAR 2018/2019 BUDGET UPDATE**  
Consider an update on the FY19 budget ratification process underway with member agencies. (Estimated time: 3 minutes)
2. **SET NEXT MEETING (Time, Date, Location)**
3. **ADJOURN TO THURSDAY, JUNE 7, 2018 at 10:00 a.m.**

**NOTICE TO PUBLIC**

**Americans with Disabilities Act:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Cachuma Conservation Release Board representative at (805) 879-4627 at least 48 hours prior to the meeting to enable the Board to make reasonable arrangements.

[This Agenda was posted at the City of Santa Barbara, 630 Garden St., Santa Barbara, CA 93101 And Delivered in Accordance with §54954.1 and .2 of the Government Code.]

**MINUTES OF A REGULAR MEETING  
of the  
CACHUMA CONSERVATION RELEASE BOARD**

**held at the  
David Gebhard Conference Room  
630 Garden Street  
Santa Barbara, CA 93101**

**Thursday, April 5, 2018, 10:00 am**

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**CALL TO ORDER, ROLL CALL**

The meeting was called to order at 10:05 a.m. by board President Lauren Hanson. 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  
Dan Hentschke  
Kelley Dyer  
Peter Cantle

**Present by Phone:**

Kevin O'Brien  
Sam Bivins  
Enrique Lopezcalva  
Joel Mulder  
Ted Harris

**PUBLIC COMMENT**

No one from the general public was present; there was no public comment.

**CONSENT AGENDA**

Closed Session item CA-4, Confidential Information Policy Resolution, was revised to authorize CCRB Board members *and their alternate appointees* to brief their respective member agencies in closed session on confidential financial- or liability-related matters heard in CCRB closed session. The Consent Agenda, consisting of: a) Meeting Minutes from March 1, March 16 and March 29, 2018 Board meetings; b) the Unaudited Interim Financial Statement for the Period

Ending February 28, 2018; c) the Union Bank Resolution; and, d) the Closed Session Confidential Information Policy Resolution (as modified), was then moved and seconded (Morgan/Sneddon), and passed unanimously.

#### **CLOSED SESSION**

The Board went into closed session at 10:09 a.m. to discuss matters regarding existing and potential litigation. The Board came out of closed session and reconvened the public meeting at 11:50 a.m. There was no reportable action from closed session. Technical consultants disengaged from the meeting; legal counsel remained.

#### **DEPARTMENTAL AGENDA**

1. FY19 Draft Budget: The Board generally discussed the draft FY19 budget and agreed that additional information from CCRB's technical consultants and legal counsel, to be supplied by Mr. Cattle following the meeting, would be useful in considering the proposed expenditures at a subsequent special meeting to be held Wednesday, April 11, 2018.
2. Pan Evaporation Measurement: Mr. Cattle and Ms. Dyer presented a discussion of the pan evaporation analysis prepared by Cachuma Operation and Maintenance Board staff, and as also identified by US Bureau of Reclamation staff. Board members advised they are generally familiar with the issue due to their participation on the COMB Board. Mr. Drake noted that the COMB report is still somewhat incomplete, and that Goleta Water District staff are further analyzing the issues raised in the COMB report. Mr. Drake suggested that the CCRB Board defer taking immediate action (including communication to USBR) until GWD can finalize its analysis and have a better sense of the magnitude/importance of the issue. Board members agreed to hold action to a later date, awaiting further analysis.

#### **CCRB ADJOURNMENT**

President Hanson adjourned the meeting at 12:10 p.m., with the next scheduled meeting set for Wednesday, April 11, 2018, at 3:30 p.m. at the Goleta Water District. The next regularly scheduled meeting of the CCRB Board is May 3, 2018 at 10:00 a.m., location to be determined.

Respectfully submitted,



Secretary to the Board

**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**

**Wednesday, April 11, 2018, 3:30 pm**

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**CALL TO ORDER, ROLL CALL**

The meeting was called to order at 3:35 PM by Board President and Chair Lauren Hanson. 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  
Dan Hentschke  
Nick Turner  
Peter Cantele

**Present by Phone:**

Kevin O'Brien  
Jean Baldrige  
Joel Mulder  
Warren Greco  
Ted Harris

**PUBLIC COMMENT**

No one from the general public attended; there was no public comment.

**CLOSED SESSION**

The Board went into closed session at 3:36 PM to discuss matters regarding existing and potential litigation. The Board came out of closed session and reconvened the public meeting at 5:12 PM. There was no reportable action from closed session.

**REGULAR AGENDA**

R1. Hydrological Consulting Services. The Board considered a resolution to supplement the existing contract with Woodard & Curran by \$64,537. A motion was made and seconded

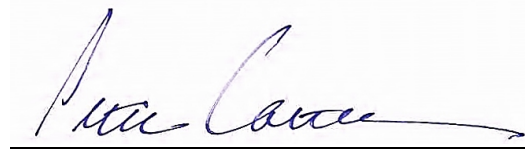
(Morgan/Sneddon) to approve the resolution. The motion was approved unanimously by roll call vote.

- R2. FY19 CCRB Budget. The Board considered the draft proposed budget of \$1,172,350 and determined to reduce the proposed expenditures for technical consulting (legal support) by \$80,000 and public outreach by \$20,000. This \$100,000 reduction resulted in a \$10,000 reduction in the proposed Contingency amount. A motion was made and seconded (Morgan/Sneddon) to approve the revised FY19 budget of \$1,062,350. The motion was approved unanimously in a roll call vote. The Board directed that the approved revised budget be presented with an updated staff report to the three CCRB member agencies for ratification.

#### **CCRB ADJOURNMENT**

President Hanson adjourned the meeting at 5:15 PM. The next CCRB Board meeting is a regular meeting scheduled for Thursday, May 3, 2018 at 10 AM, location to be determined.

Respectfully submitted,

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

Secretary to the Board

**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, April 27, 2018, 2:00 pm**

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**CALL TO ORDER, ROLL CALL**

The meeting was called to order at 2:02 PM by Board President and Chair Lauren Hanson. Those in attendance were:

**Directors Present:**

Lauren Hanson	Goleta Water District
Kristen Sneddon	City of Santa Barbara

**Also Present:**

John McInnes  
Ryan Drake  
Joel Mulder  
Peter Cantle

**Present by Phone:**

Kelley Dyer  
Kevin O'Brien  
Sam Bivins  
Ted Harris  
Enrique Lopezcalva

**PUBLIC COMMENT**

No one from the general public attended; there was no public comment.

**CLOSED SESSION**

The Board went into closed session at 2:03PM to discuss matters regarding existing and potential litigation. The Board came out of closed session and reconvened the public meeting at 3:00 PM. There was no reportable action from closed session.

**CCRB ADJOURNMENT**

President Hanson adjourned the meeting at 3:00 PM. The next CCRB Board meeting is a regular meeting scheduled for Thursday, May 3, 2018 at 10 AM, at the David Gebhard Public Meeting Room, 630 Garden Street, Santa Barbara, CA 93101.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Anita Carver", is written over a light gray rectangular background. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Secretary to the Board





Cachuma Conservation  
Release Board  
Agenda Letter

**Board of Directors**

City of Santa Barbara

Goleta Water District

Montecito Water District

**For Agenda Of:** May 3, 2018  
**Estimated Time:** (Consent)  
**Continued Item:** No  
**If Yes, date from:**

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**TO:** Board Members

**FROM:** Peter Cantle, Executive Director

**SUBJECT:** Unaudited Interim Financial Statement - Period Ending March 31, 2018

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**Legal Concurrence:**

As to form: N/A

**Recommended Actions:**

Receive and file the Unaudited Interim Financial Statement – Period ending March 31, 2018.

**Discussion:**

The Board of Directors approves the CCRB budget each fiscal year, which is subsequently ratified by each member agency's governing body. Following budget approval, unaudited interim financial results are provided each month to the Board to compare fiscal performance against the adopted budget. This report addresses the period ending March 31, 2018.

**Fiscal Analysis:**

Total income received through March 31, 2018 was \$594,346.22, essentially static from the previous monthly report. Fourth-quarter invoices for remaining balances were issued to member agencies in mid-April; payments of these balances are anticipated within the next month.

Through March 31, total expenditures against CCRB's \$791,841.00 approved budget were \$522,691.80. This is a significant but expected increase over February's expenditures and reflects, among other draws against CCRB's cash holdings, the payment of invoices for hydrological work performed from July, 2017 through March, 2018. The hydrology contractor, Woodard & Curran, experienced invoicing difficulties which were recently rectified, thus allowing proper billing for services. All hydrology work performed has been authorized by the Board. As with the fisheries support contract, these services are billed through CCRB's legal counsel (Downey Brand) to maintain the attorney work product privilege. I also note that CCRB has implemented an invoicing practice with our technical consultants and Downey Brand such that accounting of CCRB's fiscal position will be considerably more straightforward and up to date.

**Attachments:**

Attachment 1: Unaudited Interim Financial Statement for the period ending March 31, 2018

**Authored by:**

Peter Cantle, Executive Director

**ATTACHMENT 1**

**UNAUDITED INTERIM FINANCIAL STATEMENT – PERIOD ENDING  
MARCH 31, 2018**

**Cachuma Conservation Release Board**  
**Statement of Revenue and Expense- Budget vs. Actual**  
**July 2017 through March 2018**

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4200 · Income	593,880.00	791,841.00	-197,961.00	75.0%
4250 · Income - Other	438.29			
4300 · Interest Income	27.93			
<b>Total Income</b>	<b>594,346.22</b>	791,841.00	-197,494.78	75.1%
<b>Expense</b>				
5050 · Office Lease	2,630.00	9,000.00	-6,370.00	29.2%
5100 · Audit	19,947.96	8,000.00	11,947.96	249.3%
5200 · Liability Insurance	4,879.85	4,200.00	679.85	116.2%
5301 · Managers Salary	65,500.00	162,000.00	-96,500.00	40.4%
5304 · Administrative Support	4,786.27	7,800.00	-3,013.73	61.4%
5312 · Misc Admin Expense	2,479.50	4,000.00	-1,520.50	62.0%
5313 · Communications/Computer	1,555.09	6,000.00	-4,444.91	25.9%
5316 · Admin Fixed Assets	0.00	4,000.00	-4,000.00	0.0%
5330 · Admin Travel Expense	0.00	8,000.00	-8,000.00	0.0%
5331 · Travel Federal & State Meetings	423.15	20,000.00	-19,576.85	2.1%
5332 · Transportation	0.00	1,000.00	-1,000.00	0.0%
6001 · BO Reconsultation Activities	109,267.21	81,642.00	27,625.21	133.8%
6500 · Contingency	0.00	9,287.00	-9,287.00	0.0%
7000 · Legal	26,044.09	10,000.00	16,044.09	260.4%
7001 · BO Reconsultation Legal Support	105,913.44	60,000.00	45,913.44	176.5%
7002 · SWRCB Water Rights	5,643.48	100,000.00	-94,356.52	5.6%
7100 · SWRCB Support				
7200 · SWRCB Proceedings Support	1,696.50	39,789.00	-38,092.50	4.3%
<b>Total 7100 · SWRCB Support</b>	1,696.50	39,789.00	-38,092.50	4.3%
7400 · Legislative/Regulatory Analyst	90,000.00	175,000.00	-85,000.00	51.4%
7500 · Hydrologic Technical Support	81,925.26	82,123.00	-197.74	99.8%
<b>Total Expense</b>	<b>522,691.80</b>	791,841.00	-269,149.20	66.0%
<b>Net Ordinary Income</b>	71,654.42	0.00	71,654.42	100.0%
<b>Net Income</b>	<b>71,654.42</b>	<b>0.00</b>	<b>71,654.42</b>	<b>100.0%</b>

**Cachuma Conservation Release Board**  
**Reconciliation Detail**  
**1010 · Union Bank Checking #4102, Period Ending 03/31/2018**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						368,742.60
<b>Cleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Bill Pmt -Check	02/20/2018	3056	Downey Brand Attor...	X	-43,112.52	-43,112.52
Bill Pmt -Check	02/20/2018	3054	Cantle Environment...	X	-12,500.00	-55,612.52
Bill Pmt -Check	02/20/2018	3053	California Strategies...	X	-10,000.00	-65,612.52
Bill Pmt -Check	02/20/2018	3052	Bartlett, Pringle & W...	X	-2,759.00	-68,371.52
Bill Pmt -Check	02/20/2018	3051	AccountabilityPlus, Inc	X	-390.66	-68,762.18
Bill Pmt -Check	02/20/2018	3057	Patterson/101 Allstore	X	-261.00	-69,023.18
Bill Pmt -Check	02/20/2018	3055	CIO Solutions, LP	X	-72.50	-69,095.68
Bill Pmt -Check	03/27/2018	3062	Cantle Environment...	X	-13,148.91	-82,244.59
Bill Pmt -Check	03/27/2018	3058	AccountabilityPlus, Inc	X	-864.03	-83,108.62
Check	03/31/2018			X	-274.07	-83,382.69
Total Checks and Payments					-83,382.69	-83,382.69
<b>Deposits and Credits - 1 item</b>						
Deposit	03/31/2018			X	2.55	2.55
Total Deposits and Credits					2.55	2.55
Total Cleared Transactions					-83,380.14	-83,380.14
Cleared Balance					-83,380.14	285,362.46
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Bill Pmt -Check	03/27/2018	3064	Downey Brand Attor...		-36,174.93	-36,174.93
Bill Pmt -Check	03/27/2018	3061	California Strategies...		-10,000.00	-46,174.93
Bill Pmt -Check	03/27/2018	3059	Bartlett, Pringle & W...		-4,687.00	-50,861.93
Bill Pmt -Check	03/27/2018	3060	California Special Di...		-1,299.00	-52,160.93
Bill Pmt -Check	03/27/2018	3065	Patterson/101 Allstore		-261.00	-52,421.93
Bill Pmt -Check	03/27/2018	3063	CIO Solutions, LP		-85.00	-52,506.93
Bill Pmt -Check	03/27/2018	3066	Rauch Communicati...		-62.50	-52,569.43
Total Checks and Payments					-52,569.43	-52,569.43
Total Uncleared Transactions					-52,569.43	-52,569.43
Register Balance as of 03/31/2018					-135,949.57	232,793.03
<b>Ending Balance</b>					<b>-135,949.57</b>	<b>232,793.03</b>



OK

4/23/2018

2:57 PM

04/04/18

**Cachuma Conservation Release Board**  
**Reconciliation Summary**  
**1010 · Union Bank Checking #4102, Period Ending 03/31/2018**

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	Mar 31, 18
<b>Beginning Balance</b>	368,742.60
<b>Cleared Transactions</b>	
Checks and Payments - 10 items	-83,382.69
Deposits and Credits - 1 item	2.55
<b>Total Cleared Transactions</b>	-83,380.14
<b>Cleared Balance</b>	<u>285,362.46</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 7 items	-52,569.43
<b>Total Uncleared Transactions</b>	-52,569.43
<b>Register Balance as of 03/31/2018</b>	<u>232,793.03</u>
<b>Ending Balance</b>	232,793.03

  
OK  
4/23/2018

**RESOLUTION NO. 2018-5**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE CACHUMA CONSERVATION RELEASE BOARD  
STATING THE ROLE OF ITS GENERAL MANAGER/EXECUTIVE DIRECTOR**

WHEREAS, the Cachuma Conservation Release Board (“CCRB”) is a joint powers agency established under the Joint Exercise of Powers Act, Government Code section 6500 *et seq.*, and formed pursuant to a Joint Powers Agreement dated January 11, 1973 (JPA Agreement); and

WHEREAS, the local agency members of CCRB are the City of Santa Barbara, Goleta Water District, and Montecito Water District; and

WHEREAS, paragraph 18 of the JPA Agreement provides that, “CCRB may at any time appoint or employ, pay compensation to, and prescribe the authorities and duties of... professional and technical personnel necessary or convenient for the business of the CCRB, each of whom shall serve at the pleasure of the CCRB;” and

WHEREAS, the Board of Directors of CCRB wishes to state and clarify the role of its general manager, which position may also be known as executive director, regarding financial and banking matters;

NOW, THEREFORE, BE IT RESOLVED:

(1) On February 2, 2018, Peter Cante, operating as an independent contractor, was duly appointed by the CCRB Board of Directors in a noticed public hearing to serve as the CCRB’s general manager, which position may also be known as executive director;

(2) In serving in this position, the general manager is fully authorized by the CCRB Board of Directors to enter into contracts and agreements on behalf of CCRB, including with respect to financial and banking matters. In the absence of contrary board direction, the general manager may exercise his discretion to make decisions about financial matters on CCRB’s behalf. Further, the general manager is authorized to sign on behalf of CCRB as secretary of the Board, where necessary and/or appropriate.

**CERTIFICATION**

The undersigned hereby certify that the foregoing resolution was approved at a duly noticed meeting of the Board of Directors of the Cachuma Conservation Release Board held on May 3, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

\_\_\_\_\_  
Lauren Hanson, President

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Peter Cante, Secretary

\_\_\_\_\_  
(date)