



# Draft

## MINUTES Board of Water Commissioners

Water Resources Main Conference Room  
619 Garden Street

Thursday, August 17, 2017, from 9:00 a.m. – 11:00 a.m.

- COMMISSIONERS PRESENT:** Dave Davis, Michael Jordan, Mike Kielborn, Megan Birney, Barry Keller
- COMMISSIONERS ABSENT:** None
- COUNCIL LIAISON:** Harwood “Bendy” White
- STAFF PRESENT:** Joshua Haggmark, Water Resources Manager; Cathy Taylor, Water System Manager; Kelley Dyer, Water Supply Manager; Madeline Ward, Water Resources Supervisor; Salvatore Parrilla, Administrative Assistant; Sarita King, Administrative Specialist
- PUBLIC:** None
1. **CALL TO ORDER:** The meeting was called to order at 9:00 a.m.
  2. **ROLL CALL** All present. Council Liaison White arrived late.
  3. **CHANGES TO AGENDA:** None.
  4. **PUBLIC COMMENT:** None at this time.
  5. **CONSENT ITEMS** None.
  6. **ADMINISTRATIVE ITEMS:**
    - a) **Work session for Water Commissioners and staff to discuss Commission roles, responsibilities, and future meeting agenda items.**

The Commissioners reviewed roles and responsibilities of the Water Commission per the Santa Barbara City Charter. Staff and the Commission reviewed a list of major work items planned for FY18 and coming years. ([Click here for link to Attachments 1 and 2 of the August 17, 2017, Water Commission Agenda](#)).

Chair Davis emphasized the advisory and non-discretionary nature of the Water Commission.

Discussion Summary:

- In an effort to better utilize the Commissioners time on key matters and reduce staff workload, discussed eliminating from the agenda routine operational items that require City Council approval. Items included routine: chemical supply purchases, easements, and routine agreements or actions. This will be captured in an updated version of the “Role and Responsibilities Water Commission” that was last reviewed by the Commission in October 2016 and provided as part of the August 17, 2017 meeting as Attachment 2. The updated version will be brought back for Water Commission approval and updated as needed, typically as part of the annual August meeting, to reflect any need for changes
- On items or issues that Staff would like a Commissioner(s) to share the position of the Commission at a City Council meeting, Staff will provide advanced notice to the Commissioners.

- Water Commissioner discussed how they could be most effective in their advisory role. Out of that discussion came the following themes:
  - Support community communication efforts - Help to convey important facts and information to the public in the most effective manner. Discussed word-of-mouth (i.e. in line at the Grocery store and community groups) and input to staff on strategic public outreach (i.e. social media outlets);
  - Read agendas and/or try to attend meetings of other water agencies, CCWA, CCRB, and COMB. (i.e. County of S.B., Goleta Water District, Carpinteria Valley Water District, Montecito Water District, Santa Ynez River Water Conservation District and Improvement District #1, La Cumbre Mutual Water Company)
  - Share the thoughts of the Water Commission on key items at City Council meetings.
  - Streamline agenda to focus on policy matters
  - Attend water-related conferences such as Association of California Water Agencies
- Discussed how the Water Commission could be most effective on complex water matters. Agreed that at Staff's discretion they could request a temporary two person Water Commission Ad-Hoc committee in compliance with the Brown Act, limited duration, subject specific, with as needed meetings. (i.e. changes to the sub-metering policy).
- The Commissioners and staff agreed to hold a Special Meeting each August to review and discuss the ongoing role and responsibilities of the Water Commission along with major workload items staff has planned for the coming year.

Meeting adjourned at 11:06 a.m.

**DATE OF NEXT MEETING: Thursday, September 21, 2017, at 9:00 a.m., David Gebhard Public Meeting Room. (630 Garden Street)**

**AMERICANS WITH DISABILITIES ACT: If you need auxiliary aids or services or staff assistance to attend or participate in this meeting, please contact Salvatore Parrilla at 564-5443. If possible, notification at least 48 hours prior to the meeting will usually enable the City to make reasonable arrangements. Specialized services such as sign language interpretations or documents in Braille may require additional lead time to arrange.**

**AGENDA, MINUTES, AND REPORTS: Copies of documents relating to agenda items (as well as materials related to an item on this agenda that were submitted to the Water Commission after distribution of the agenda packet) are available for review at the office location of Salvatore Parrilla, Public Works, Administration Division, 630 Garden Street, Santa Barbara, CA 93102, during normal business hours. Agenda and reports are also posted online at the following location: [www.SantaBarbaraCA.gov/WC](http://www.SantaBarbaraCA.gov/WC)**