

CALLEGUAS MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
June 6, 2018

**MINUTES**

The regular meeting of the Board of Directors of Calleguas Municipal Water District was held at the District Office, 2100 Olsen Road, Thousand Oaks, California, on June 6, 2018.

The meeting was called to order by Thomas L. Slosson, President of the Board, at 5:00 p.m.

**A. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

Directors Present: Thomas L. Slosson, President  
Andres Santamaria, Vice President  
Scott Quady, Treasurer

Directors Absent: Andy Waters, Secretary  
Steve Blois, Director

Staff Present: Susan Mulligan, General Manager  
Tony Goff, Manager of Operations and Maintenance  
Henry Graumlich, Manager of Strategic Planning  
Kristine McCaffrey, Manager of Engineering  
Dan Smith, Manager of Finance and Human Resources  
Sue Taylor, Accounting Supervisor/Acting Clerk of the Board

Legal Counsel Present: Robert Cohen, Cohen & Burge, LLP, District Counsel

**B. MINUTES**

On a motion by Director Quady, seconded by Director Santamaria, the Board of Directors voted 3-0 to approve the May 16, 2018 minutes.

AYES: Directors Quady, Santamaria, Slosson  
NOES: None

### **C. WRITTEN COMMUNICATION**

#### **1. Coalition Letter to Felicia Marcus, Chair, State Water Resources Control Board, regarding Electronic Annual Reporting**

The Manager of Operations and Maintenance stated that a coalition of water agencies, including Calleguas, wrote to express concern about a sudden demand from the State Water Resources Control Board for information on water rates, affordable drinking water, water loss from distribution systems, and climate change adaptation strategies to be included in an annual report due this year. The demand was initiated without advance coordination with water agencies and includes data that was not collected during the previous year, is not required to be collected annually, and/or serves no apparent purpose.

### **D. ORAL COMMUNICATION**

None

### **E. GENERAL MANAGER**

#### **1. May 2018 Monthly Status Report**

The Board asked questions and the General Manager and department managers answered them. No action was taken.

### **F. FINANCE AND HUMAN RESOURCES**

#### **1. April 2018 Financial Statements**

The Board asked questions and the Manager of Finance and Human Resources answered them. No action was taken.

#### **2. First Quarter 2018 Consultant Report**

The Manager of Finance and Human Resources presented the report. The Board asked questions and the General Manager answered them.

#### **3. Discussion regarding professional services to be performed in Fiscal Year 2018-19 on contracts without a fixed scope and fee**

The Manager of Finance and Human Resources said Ordinance No. 18 requires that professional services to be performed pursuant to contracts without a fixed scope and fee must be approved by the Board in the following cases:

- engineering services, engineering studies, land surveying, project permitting, environmental compliance, construction related services, computer programming, or groundwater services for which the estimated value is greater than \$100,000 in any fiscal year and
- any other services for which the estimated value is greater than \$34,999 in any fiscal year.

Whenever possible, professional services are performed on a not-to-exceed basis tied to a specific scope of work, but sometimes it is not possible to define the scope ahead of time. Examples include inspection services, which depend on the quality and duration of a contractor's work, or software troubleshooting work, which depends on the number of problems which arise during the year. In such cases, staff obtains hourly rates for the consultants and approves payment for work monthly as services are provided.

The Board was provided a list of the consultants and not-to-exceed amounts for which staff was seeking Board approval for the upcoming fiscal year. Funds would be included in the 2018-19 budget, where appropriate.

On a motion by Director Santamaria, seconded by Director Quady, the Board of Directors voted 3-0 to approve the Fiscal Year 2018-19 not-to-exceed amounts for these professional services.

AYES: Directors Quady, Santamaria, Slosson

NOES: None

#### **G. OPERATIONS AND MAINTENANCE**

None

#### **H. RESOURCES AND PUBLIC AFFAIRS**

##### **1. Discussion regarding approval of a change in salary range for a position in the Resources Department**

The General Manager said that in order to plan for the August retirement of the Development Programs Administrator (DPA), a recruitment process was initiated in early April to fill a modified position with an identical salary schedule. The position was retitled Resources Program Administrator (RPA) and includes many of the responsibilities of the DPA, such as annexation processing and preparing various water planning documents and reports in coordination with Metropolitan, purveyors, and other agencies and organizations. However, the duties were expanded to include support tasks relating to legislative matters, water use efficiency programs, and public and media relations. Assigning these duties to the new position enables another

position in the department currently handling water use efficiency to focus solely on information technology. It also provides backup for the Manager of Resources on legislative matters and public and media relations.

The position was advertised in the Ventura County Star, on indeed.com, and on some water industry job web sites. However, no suitable candidates applied, so the application period was extended and the position was advertised on planning web sites and another water industry job web site. Staff interviewed three candidates but none proved suitable. Staff feels that an adjustment in salary for the position is advisable in order to attract qualified candidates in a new recruitment.

Staff reviewed salaries for similar job classifications (senior level management analyst and planning positions) at the County of Ventura and mid- to large-sized cities within the service area and found that the average top step annual salary is \$113,877. Therefore, the proposed RPA salary schedule is \$85,407 to \$113,877, less than 10% more at the top step than the current DPA salary schedule of \$77,437 to \$103,249.

On a motion by Director Santamaria, seconded by Director Quady, the Board of Directors voted 3-0 to approve a salary range of \$85,407 to \$113,877 for the position of Resources Program Administrator.

AYES: Directors Quady, Santamaria, Slosson

NOES: None

## I. ENGINEERING AND CONSTRUCTION

### 1. Discussion regarding approval of a capital project budget increase in the amount of \$210,000 for the Plastic Pipe Storage Project (Project No. 534)

The Manager of Engineering said that due to various challenges encountered during construction of the Plastic Pipe Storage Project, additional capital project budget is needed to complete the project. The primary issues are as follows:

- Cantilever Racks: The Contract Documents stated that “Cantilever racks shall be as fabricated by Shelving, Inc., Interlake Mecalux or an approved equivalent.” During construction, it was determined that Shelving, Inc. is a supplier that represents several manufacturers and is not a manufacturer itself and that Interlake Mecalux does not manufacture a product that meets the contract requirements, although the product literature on their website indicated that they did. Ultimately, it was determined that at least one manufacturer (and perhaps several manufacturers) could meet the contract requirements (with minor deviations from the coating requirements). However, the manufacturer took several months to perform the engineering analysis and confirm that their product could meet the requirements. In the meantime, the contractor incurred costs for protecting the building components (which had already been delivered to the site), additional clearing and

grubbing, and increases in labor and material costs for electrical and concrete work. Additionally, the cost for the cantilever rack system was also considerably higher than what the contractor had anticipated in their bid. The contractor has agreed to accept approximately \$43,000 for their direct costs associated with the cantilever racks and \$50,000 for extended overhead and delay (significantly below the \$150,000 initially requested).

- Footings: The approved pre-fabricated building and cantilever rack submittals necessitated modifications to the concrete footing design for the building, resulting in additional costs for reinforcing steel, concrete, and labor for forming and placement. After extensive negotiations, the contractor submitted a cost proposal of approximately \$40,000 and a change order was executed.
- Transformer: During design, the transformer manufacturer indicated that the transformer would fit inside an existing electrical cabinet. However, during construction, it was discovered that the transformer would not fit inside the cabinet and the design had to be modified to install the transformer outside the cabinet. It was also determined that a breaker needed to be upsized. Although a change order amount has not yet been agreed to, staff estimates that the additional cost will be approximately \$35,000.
- Additional Project and Construction Management Costs: Due to the challenges encountered during construction, which have significantly extended the construction schedule, substantial additional project and construction management efforts have been and will be performed by Calleguas staff.

There is sufficient budget available in the construction fund to perform the work.

On a motion by Director Santamaria, seconded by Director Quady, the Board of Directors voted 3-0 to approve the budget increase.

AYES: Directors Quady, Santamaria, Slosson

NOES: None

2. **Discussion regarding Resolution No. 1941, award of the contract for the Dam, Dike 1, and Springville Reservoir Erosion Repair and Drainage Improvements, Project No. 565, located at Lake Bard in Thousand Oaks and the Springville Reservoir in Camarillo**

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF CALLEGUAS MUNICIPAL WATER DISTRICT  
AWARDING THE CONTRACT FOR THE CONSTRUCTION OF  
DAM, DIKE 1, AND SPRINGVILLE RESERVOIR  
EROSION REPAIR AND DRAINAGE IMPROVEMENTS

The Manager of Engineering said that on May 22, the District received five bids for the Dam, Dike 1, and Springville Reservoir Erosion Repair and Drainage Improvements (Project No. 565), ranging from \$412,345 to \$741,500, with one bid below \$494,000

(Engineer's estimate). The Design Engineer has reviewed the bids; their recommendation is to award the project to the lowest responsive bidder, James McMinn, Inc., for a contract amount of \$412,345 (17% below the Engineer's estimate). James McMinn, Inc. meets the experience requirements to perform the work. Staff has reviewed the Design Engineer's recommendation for award, and concurs.

On a motion by Director Quady, seconded by Director Santamaria, the Board of Directors voted 3-0 to approve Resolution No. 1941. Resolution No. 1941 is attached and made part of these minutes.

AYES: Directors Quady, Santamaria, Slosson

NOES: None

**3. Update on the seismic resilience of Southern California imported water supply infrastructure**

The General Manager gave a summary of the results of a recently completed analysis of the seismic resilience of the three imported water supplies that serve Southern California. The Manager of Engineering described the potential for performing a seismic and structural analysis of the Santa Susana Tunnel. No action was taken.

**J. STRATEGIC PLANNING**

None

**K. DISTRICT COUNSEL**

None

**L. BOARD OF DIRECTORS**

**1. Oral report on meetings attended by Board members**

Board members provided oral reports on meetings attended at the expense of the District, pursuant to Government Code Section 53232.3(d). All expenses would be filed at the end of the month, accompanied by receipts.

**2. Discussion regarding upcoming meetings to be attended by Board members**

The Board discussed meetings they planned to attend.

**3. Metropolitan update**

The General Manager gave an update on a Public Records Act request to Metropolitan related to alleged Brown Act violations associated with the April 10<sup>th</sup> WaterFix vote and said that Metropolitan intended to vote again in July.

**M. CLOSED SESSION**

**1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS [Government Code 54956.8]**

Property: Portions of Assessor's Parcel Nos. APN 800-0-180-285 and APN 800-0-180-295 in Ventura County, California

Agency negotiator: Manager of Engineering Kristine McCaffrey

Negotiating party: Rancho Simi Recreation and Park District

Under negotiation: Price and terms of purchase

At 6:46 p.m., Director Slosson adjourned to Closed Session to discuss Item M-1 as stated on the agenda.

-----  
CLOSED SESSION CONTINUING  
-----

At 7:05 p.m., Director Slosson reconvened the meeting to Open Session.

Regarding M-1, Director Slosson stated that the Board received a report from the Real Property Negotiator and no action was taken.

**N. OTHER BUSINESS**

None

**O. FUTURE AGENDA ITEMS**

None

**P. ADJOURNMENT**

Director Slosson declared the meeting adjourned at 7:06 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Andy Waters, Board Secretary