

CALLEGUAS MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
December 19, 2018

MINUTES

The meeting of the Board of Directors of Calleguas Municipal Water District was held at the District Office, 2100 Olsen Road, Thousand Oaks, California, on December 19, 2018.

The meeting was called to order by Thomas L. Slosson, President of the Board, at 5:02 p.m.

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

Directors Present: Thomas L. Slosson, President  
Scott Quady, Treasurer  
Andy Waters, Secretary  
Steve Blois, Director

Director Absent: Andres Santamaria, Vice President

Staff Present: Susan Mulligan, General Manager  
Tony Goff, Manager of Operations and Maintenance  
Henry Graumlisch, Manager of Strategic Planning  
Kristine McCaffrey, Manager of Engineering  
Dan Smith, Manager of Finance and Human Resources  
Kara Wade, 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 Blois, the Board of Directors voted 4-0-1 to approve the December 5, 2018 minutes.

AYES: Directors Blois, Waters, Quady, Slosson

NOES: None

ABSENT: Director Santamaria

**C. WRITTEN COMMUNICATION**

None.

#### **D. ORAL COMMUNICATION**

Bruce Dandy and Dan Naumann, members of the United Water Conservation District (United) Board of Directors, gave an update on United activities and expressed their appreciation for the relationship between United and Calleguas through the years.

#### **E. GENERAL MANAGER**

None.

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

##### **1. November 2018 Water Use and Sales, October 2018 Power Generation, and November 2018 Investment Summary Reports**

The Manager of Finance and Human Resources presented the reports. No action was taken.

##### **2. Disbursements for the District's monthly activities for September 2018**

Director Quady presented the disbursement report. The Board asked questions and the managers answered them.

On a motion by Director Quady, seconded by Director Waters, the Board of Directors voted 3-0-1-1 to approve the outstanding bills for payment.

AYES: Directors Waters, Quady, Slosson

NOES: None

ABSTAIN: Director Blois

ABSENT: Director Santamaria

##### **3. Discussion regarding employee cost of living adjustment and revised salary schedule**

The Manager of Finance and Human Resources said that Section 12.4.2 (b) of Calleguas' Administrative Code states: "In December of each year, the General Manager shall recommend to the Board a percentage cost-of-living adjustment (COLA) based on the Federal Consumer Price Index (CPI) Report for the 12 month period ending in November for the urban area in closest proximity to the District. Any COLA approved by the Board shall become effective January 1 and apply to salaries, tuition reimbursement amounts, special duty incentive pay, and daily on-call duty pay. The COLA does not apply to the salaries of the General Manager and District Counsel."

The Board was provided with a proposed salary schedule and current organization chart.

The increase in the CPI from November 2017 to November 2018 is 3.6%. The budget for the current fiscal year assumed an increase of 3.5%. The amount above budget for the proposed COLA adjustment is approximately \$47,000. Staff has identified savings from vacant positions to offset this unanticipated increase so no budget increase will be required to accommodate this action.

On a motion by Director Blois, seconded by Director Quady, the Board of Directors voted 4-0-1 to approve a cost of living adjustment of 3.6% effective January 1, 2019 and adopt a revised salary schedule.

AYES: Directors Blois, Waters, Quady, Slosson

NOES: None

ABSENT: Director Santamaria

**4. Discussion regarding approval of professional services by Safety Compliance Management to evaluate and update the District's safety plans for an amount not to exceed \$60,000**

The Manager of Finance and Human Resources said that, on September 19, 2018, the Safety Officer presented an update of the District's safety plans to the Board. She outlined a need for assistance to evaluate and update the plans to ensure timely compliance with changing rules and regulations that have come into effect over the last several years.

Staff solicited proposals from 10 companies throughout the state that have expertise in the field of safety compliance. Calleguas received one proposal from Safety Compliance Management (SCM). The proposal includes evaluating the District's operations for safety concerns and updating all of the safety plans to ensure they are in compliance with applicable regulations, and to address any issues identified during the operational review. SCM has relevant experience performing similar work for public agencies and their references were positive.

On a motion by Director Waters, seconded by Director Blois, the Board of Directors voted 4-0-1 to approve the professional services and approve an increase of \$60,000 to the Finance Department Consultant Budget.

AYES: Directors Blois, Waters, Quady, Slosson

NOES: None

ABSENT: Director Santamaria

## G. OPERATIONS AND MAINTENANCE

### 1. Discussion regarding Resolution No. 1960 to award the contract for Landscape Maintenance Services and authorization of a budget of \$315,000

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF CALLEGUAS MUNICIPAL WATER DISTRICT  
AWARDING THE CONTRACT FOR  
AS-NEEDED LANDSCAPE MAINTENANCE AND WEED ABATEMENT SERVICES

The Manager of Operations and Maintenance said that the purpose of this requested action is to award a contract to Foothill Weed Abatement (Foothill) to perform as-needed landscape maintenance and weed abatement services at the District's properties and easements, including required brush removal for fire protection. Although staff sent the notice inviting bids to several companies, only one bid was received at the November 27, 2018 bid opening in the amount of \$115,580. The bid proposal established an hourly rate schedule for labor, equipment, and materials. He said that staff asked other companies why they did not bid and learned that they do routine, scheduled work and are not interested in performing as-needed services.

The contract is a one (1) year agreement with an option to renew annually for up to two (2) additional years. If the contract is renewed, annual adjustments will be made based on the State of California's prevailing wage determinations and Caltrans Equipment Rental Rates.

Foothill has successfully performed this work for the District in the past and the bid amount is reasonable for the quantity of work to be performed. Staff recommends award of the contract to Foothill and that the Board approve a budget of \$315,000 to cover the next three year period.

On a motion by Director Blois, seconded by Director Quady, the Board of Directors voted 4-0-1 to approve Resolution No. 1960 and authorize a budget of \$315,000. Resolution No. 1960 is attached and made part of these minutes.

AYES: Directors Blois, Waters, Quady, Slosson

NOES: None

ABSENT: Director Santamaria

### 2. Water Quality and Operations Committee Report

Committee Chair Quady summarized the discussion from the Water Quality and Operations Committee meeting held on December 18, 2018. He said they had reviewed proposed changes to District staffing and the organizational structure and that an action would be brought to the Board at an upcoming meeting. No action was taken.

## H. RESOURCES AND PUBLIC AFFAIRS

None

## I. ENGINEERING AND CONSTRUCTION

### 1. Discussion regarding Conejo Valley Feeder Repair

The Manager of Engineering provided a brief update on the leak investigation and repair for the Conejo Valley Feeder in Sunset Hills Golf Course. She noted that the work had been slowed by a large concrete encasement and a substantial quantity of groundwater. No action was taken.

## J. STRATEGIC PLANNING

None

## K. DISTRICT COUNSEL

None

## L. BOARD OF DIRECTORS

### 1. Oral reports 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

Director Blois said that the Board authorized an amendment to Metropolitan's State Water Project contract with the California Department of Water Resources extending the contract term an additional 50 years, and several other agreements that will facilitate the Colorado River Lower Basin Drought Contingency Plan.

4. Discussion regarding nomination of a Calleguas Board member to serve as the Fox Canyon Groundwater Management Agency (FCGMA) Board Member or Alternate Board Member representing special districts and mutual water companies for the 3/1/2019 to 2/28/2021 term

The General Manager said that the two-year term for the FCGMA Board Member representing special districts and mutual water companies is set to expire on February 28, 2019. The current FCGMA representative is Camrosa Water District Director Eugene West and the alternate is Director Andy Waters.

Section 401 of the Fox Canyon Groundwater Management Act ("Act") requires that a Board member to be chosen from the governing boards of specified mutual water agencies and/or special districts. The Act also requires that the Board member is to be chosen at a public meeting where each special district and mutual water company is represented by the chairman of its governing board.

The mutual water companies and special districts will meet on January 16, 2019 to select their representative and alternate representative.

On a motion by Director Blois, seconded by Director Quady, the Board of Directors voted 4-0-1 to nominate Andy Waters to serve as the FCGMA Board Member or Alternate Board Member representing special districts and mutual water companies, and direct the General Manager to notify the coordinator of the election process accordingly.

AYES: Directors Blois, Waters, Quady, Slosson

NOES: None

ABSENT: Director Santamaria

#### M. CLOSED SESSION

None

#### N. OTHER BUSINESS

None

#### O. FUTURE AGENDA ITEMS

The General Manager said that, every January after an election, the Board elects Board officers and decides who will be assigned various ancillary duties. She said that this would be placed on the January 16, 2019 agenda.

She asked the Board if they wished to place a discussion of Board stipend on the January 16, 2019 agenda for discussion and they said yes.

P. ADJOURNMENT

Director Slosson declared the meeting adjourned at 6:22 p.m.

Respectfully submitted,



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Andy Waters, Board Secretary