

CALLEGUAS MUNICIPAL WATER DISTRICT
BOARD OF DIRECTORS MEETING
March 18, 2020

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 March 18, 2020.

The meeting was called to order by Thomas L. Slosson, President of the Board, at 5:08 p.m.

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

Directors Present via teleconferencing in accordance with Executive Order N-25-20: Thomas L. Slosson, President
Andres Santamaria, Vice President
Scott Quady, Treasurer
Andy Waters, Secretary
Steve Blois, Director

Staff Present: Anthony Goff, General Manager
Dan Drugan, Manager of Resources
Rob Peters, Manager of Operations and Maintenance
Kristine McCaffrey, Manager of Engineering
Dan Smith, Manager of Finance and Human Resources

Staff Present via teleconferencing: Henry Graumlich, Manager of Strategic Planning
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 Santamaria, the Board of Directors voted 4-0-1 to approve the March 4, 2020 minutes.

AYES: Directors Blois, Quady, Santamaria, Slosson

NOES: None

ABSTAIN: Director Waters

C. WRITTEN COMMUNICATION

1. Letter dated March 6, 2020 Support – SB 1099 (Dodd): Emergency Backup Generators

The Manager of Resources said that Calleguas expressed support for SB 1099 through this position letter. SB 1099 would allow critical facilities, including water and wastewater facilities, to operate existing emergency backup generators during Public Safety Power Shutoffs or other losses of power without being out of compliance or subject to penalties from local air districts. The bill is co-sponsored by Las Virgenes MWD and the California Municipal Utilities Association. No action was taken.

D. ORAL COMMUNICATION

None

E. GENERAL MANAGER

None

F. FINANCE AND HUMAN RESOURCES

1. February 2020 Water Use and Sales, January 2020 Power Generation, and February 2020 Investment Summary Reports

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

2. Disbursements for the District's monthly activities for February 2020

Director Quady presented the disbursement report. The Board asked questions, which the managers answered.

On a motion by Director Quady, seconded by Director Blois, the Board of Directors voted 5-0 to approve the outstanding bills for payment.

AYES: Directors Blois, Waters, Quady, Santamaria, Slosson

NOES: None

3. Adjustment to Salary Schedule and proposed change to the Administrative Code

The Manager of Finance and Human Resources said that, during the last 6 months, staff has conducted a salary survey to compare the salaries paid to positions at the District to those paid to similar positions at other agencies. Staff used the salary schedules from 19 agencies, including all of the District's purveyors, other municipal water agencies in Ventura County, and comparable agencies within the Metropolitan Water District service area. Staff met with the Finance Committee on November 5,

2019 to discuss and receive guidance on the process. It was recommended that the 50th percentile (median) from all agencies be used to determine fair compensation for all of the District's positions.

Staff selected positions from the other agencies that were similar in title and reviewed the Job Descriptions to determine if job duties were truly similar. Only positions determined to be similar were included in the analysis. A total of 437 positions from 19 agencies were included in the survey. Overall, 16 of the 50 positions at the District were determined to be fairly compensated with the remaining 34 positions needing an adjustment to move the pay into the median range.

The cost of these salary adjustments would be approximately \$450,000 for salary and benefits annually. This represents a 3.8% increase in salary and benefit costs when compared to the original budget estimates. Staff is proposing that the new Salary Schedule become effective April 1, 2020, which would result in an approximate increase in salary and benefits in the current fiscal year of \$112,000. This increase can be absorbed by the current fiscal year budget from savings due to staff retirements and turnover, as well as a smaller than anticipated cost of living adjustment.

The results of the salary survey were first presented to the managers for review and the proposed adjustments were again discussed with the Finance Committee on February 20, 2020. The Manager of Finance and Human Resources also reached out to each employee at the District, presented the results for their positions, and requested feedback. All employee input was evaluated and incorporated into the final salary survey, where appropriate.

Staff also proposed an amendment to the Administrative Code regarding the calculation of the pay for the Acting General Manager. In the current Administrative Code, the Acting General Manager's salary is tied to the difference between the General Manager's salary and the Acting General Manager's regular position salary. This has resulted in a salary increase from 2.0% to 3.5%, depending on the pay of the Acting General Manager's regular position. Staff is proposing to pay the Acting General Manager an additional 2.5% more than their current base salary. This will simplify the Salary Schedule and continue to compensate the employee who is taking on additional duties.

Staff recommended approval of the new Salary Schedule to be effective April 1, 2020.

On a motion by Director Quady, seconded by Director Blois, the Board of Directors voted 5-0 to adopt a revised salary schedule and approve an amendment to the Administrative Code.

AYES: Directors Blois, Waters, Quady, Santamaria, Slosson

NOES: None

Director Slosson said that Items F-4a and F-4aa would be heard at this time.

4a. Discussion regarding adding an agenda item for Resolution No. 1989 A Resolution of the Board of Directors of the Calleguas Municipal Water District Declaring a State of Emergency Regarding Coronavirus (COVID-19)

The General Manager said that, on March 17, 2020, Metropolitan Water District of Southern California (Metropolitan) declared an emergency related to the novel coronavirus (COVID -19). As a member agency of Metropolitan and based on prevailing health conditions, Calleguas will enter into discussions concerning the addition of an item to its agenda pursuant to Government Code §54954.2(b)(1).

On a motion by Director Quady, seconded by Director Waters, the Board of Directors voted 5-0 to add an agenda item for Resolution No. 1989, A Resolution of the Board of Directors of Calleguas Municipal Water District Declaring a State of Emergency Regarding Coronavirus (COVID-19).

AYES: Directors Blois, Waters, Quady, Santamaria, Slosson

NOES: None

4aa. Discussion regarding Resolution No. 1989 A Resolution of the Board of Directors of the Calleguas Municipal Water District Declaring a State of Emergency Regarding Coronavirus (COVID-19)

A RESOLUTION OF THE BOARD OF
DIRECTORS OF THE CALLEGUAS
MUNICIPAL WATER DISTRICT

DECLARING A STATE OF
EMERGENCY REGARDING
CORONAVIRUS (COVID-19)

The General Manager said that the Resolution sets forth the findings of Federal, State and local entities relating to the COVID-19 pandemic. The actions authorized by the Resolution are in accordance with Calleguas' powers under the Water Code and Calleguas Administrative Code. The Resolution also authorizes actions as may be necessary under the Calleguas Pandemic Response Plan, Pandemic Sick Leave Policy, and Pandemic Telecommuting & Flexible Work Schedule Policy, which are also on the agenda for the current meeting.

On a motion by Director Blois, seconded by Director Quady, the Board of Directors voted 5-0 to adopt Resolution No. 1989. Resolution No. 1989 is attached and made part of these minutes.

AYES: Directors Blois, Waters, Quady, Santamaria, Slosson

NOES: None

4. Discussion and Adoption of the District's Pandemic Response Plan, Pandemic Sick Leave Policy, and Pandemic Telecommuting & Flexible Work Schedule Policy

The Manager of Finance and Human Resources said that, due to the status of the novel coronavirus (COVID-19) spreading around the world, staff has developed a Pandemic Response Plan (Plan) and policies to address the District's response to this outbreak and any future outbreaks of this nature. The Plan outlines the steps that will be taken to ensure the safety of the District's employees and continuity of operations during a pandemic. The primary goals of the Plan are to:

1. clearly state how the District will organize itself and direct actions in a pandemic,
2. mitigate the impact of the pandemic on the District as an organization, and
3. define how to maintain essential District services in a pandemic.

Staff also proposes to supplement the Plan with a Pandemic Sick Leave Policy that would give an employee an additional 10 days of sick leave under certain defined conditions.

Staff has also developed a more robust telecommuting policy that will allow staff whose responsibilities can be met by telecommuting to work from home during a pandemic. This allows the District to split the staff into groups that will help mitigate spreading the virus among employees and allow the District to continue functioning as normally as possible.

Staff is recommending the Board approve the Pandemic Response Plan, Pandemic Sick Leave Policy, and Pandemic Telecommuting & Flexible Work Schedule Policy.

On a motion by Director Quady, seconded by Director Waters, the Board of Directors voted 5-0 to adopt the District's Pandemic Response Plan, Pandemic Sick Leave Policy, and Pandemic Telecommuting & Flexible Work Schedule Policy subject to amendments that may arise from this ever-changing Pandemic situation.

AYES: Directors Blois, Waters, Quady, Santamaria, Slosson
NOES: None

G. OPERATIONS AND MAINTENANCE

1. Update on Shutdowns and Inspections of Calleguas Conduit North Branch Unit 2 and 3 78-Inch Pipeline

The Manager of Operations and Maintenance described the operations and inspections associated with the recent shutdowns of these key facilities. No action was taken.

2. Discussion regarding Resolution No. 1988, award of contract for as-needed well maintenance services

A RESOLUTION OF THE BOARD OF DIRECTORS
OF CALLEGUAS MUNICIPAL WATER DISTRICT
AWARDING THE CONTRACT FOR
AS-NEEDED WELL MAINTENANCE SERVICES

The Manager of Operations and Maintenance said that the action is to award a three-year contract to perform corrective maintenance and rehabilitation services on District wells on an as-needed basis to Layne Christensen, Inc. Four bids were received at the February 25, 2020 bid opening. The bid total was based on hypothetical hours to rehabilitate approximately two wells. Staff has reviewed the bid and determined that, based on costs for the work in previous years, the prices are reasonable. The contract will be effective from April 1, 2020 through March 31, 2023.

Staff recommends award of the contract to Layne Christensen, Inc. and that the Board approve a budget of \$300,000 for each year of the contract period. Director Blois inquired as to the bid process and staff responded to his inquiry.

On a motion by Director Blois, seconded by Director Santamaria, the Board of Directors voted 5-0 to adopt Resolution No. 1988 and authorize a budget of \$300,000. Resolution No. 1988 is attached and made part of these minutes.

AYES: Directors Blois, Waters, Quady, Santamaria, Slosson
NOES: None

H. RESOURCES AND PUBLIC AFFAIRS

1. Water Supply Update

The Manager of Resources provided an update on water supplies. No action was taken.

I. ENGINEERING AND CONSTRUCTION

1. Discussion regarding Salinity Management Pipeline 1A emergency repair work

The Manager of Engineering provided an update on the emergency repair. No action was taken.

J. STRATEGIC PLANNING

The Manager of Strategic Planning provided an update on the regional response to the State's draft Water Resilience Portfolio. Casitas Municipal Water District has decided to sign on as an additional signatory to the original letter submitted February 7, 2020.

K. DISTRICT COUNSEL

District Counsel provided an update regarding the Las Posas Litigation. He said that, on March 18, 2020, Judge Anderle issued an order, which all parties agreed to, which includes a safe yield of 36,000-acre feet. Judge Anderle also issued an order on that date that governance issues in the Las Posas Basin will be determined on June 16, 2020.

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. Director Slosson noted that all in person public meetings have been either canceled or postponed.

3. Metropolitan update

Director Blois provided an update on his meetings at Metropolitan. He provided information about the committee and Board meetings held on March 9 and 10, 2020. Highlights of his update included reports on the pilot testing of Metropolitan's regional recycling facility in Carson; San Diego County Water Authority's agreement to partial dismissal of claims under its rate litigation against Metropolitan; and the announcement that Metropolitan's General Manager, Jeff Kightlinger, will retire at the end of the year.

M. CLOSED SESSION

None

N. OTHER BUSINESS

None

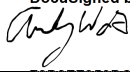
O. FUTURE AGENDA ITEMS

None

P. ADJOURNMENT

Director Slosson declared the meeting adjourned at 6:39 p.m.

Respectfully submitted,

DocuSigned by:


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Andy Waters, Board Secretary