

CALLEGUAS MUNICIPAL WATER DISTRICT
BOARD OF DIRECTORS MEETING
February 17, 2021

MINUTES

The meeting of the Board of Directors of Calleguas Municipal Water District was held telephonically and via videoconference in accordance with Executive Orders N-25-20, N-29-20, and N-33-20 of the State of California on February 17, 2021.

The meeting was called to order by Steve Blois, President of the Board, at 5:00 p.m.

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

Directors Present via Videoconference:	Steve Blois, President Andres Santamaria, Vice President Scott Quady, Treasurer Raul Avila, Secretary Andy Waters, Director
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Staff Present at District Headquarters and Participating via Videoconference:	Anthony Goff, General Manager Dan Drugan, Manager of Resources
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Staff Present via Videoconference:	Henry Graumlich, Associate General Manager Kristine McCaffrey, Manager of Engineering Rob Peters, Manager of Operations and Maintenance Dan Smith, Manager of Administrative Services Sue Taylor, Accounting Supervisor Kara Wade, Clerk of the Board Wes Richardson, Control Systems Specialist
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Legal Counsel Present via Videoconference:	Robert Cohen, Cohen & Burge, LLP, District Counsel
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Auditor Present via Videoconference:	Paul Kaymark, Auditor, Nigro & Nigro, PC, Certified Public Accountants
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Financial Advisor Present via Videoconference:	Jim Bemis, Montague DeRose and Associates
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B. MINUTES

On a motion by Director Quady, seconded by Director Avila, the Board of Directors voted 5-0 to approve the February 3, 2021 minutes.

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

NOES: None

C. WRITTEN COMMUNICATION

1. Letter Supporting the Special Districts Provide Essential Services Act

The General Manager said that Calleguas submitted a letter to the offices of Congresswoman Brownley, Congressman Garcia, Senator Feinstein, and Senator Padilla to support H.R. 535 and S. 91, also known as the Special Districts Provide Essential Services Act. The bill seeks to establish a federal definition of “special district” and would allow special districts direct access to any future federal assistance Congress provides for local government related to the COVID-19 pandemic.

D. PUBLIC FORUM/ORAL COMMUNICATION

None

E. GENERAL MANAGER

1. General Manager’s Report

The General Manager reported on recent meetings that he attended.

- At the February 4 Rate Refinement Workgroup Meeting, Metropolitan staff requested that Member Agencies work together to develop guiding principles to be used in the rate refinement process. On February 9, the General Manager and Associate General Manager met with a group of Metropolitan Member Agency Managers to develop guiding principles for discussion at the upcoming Rate Refinement Workgroup Meeting.
- On February 12, the General Manager and contract Groundwater Manager met with the Ventura County Waterworks Director and staff to discuss the Moorpark Desalter.
- On February 16, the General Manager and Associate General Manager attended Rate Refinement Workgroup Meeting number 3, wherein guiding principle proposals were discussed.

F. ADMINISTRATIVE SERVICES

1. Fiscal Year 2019-20 Audit Report

Paul Kaymark, a representative of the District's auditor Nigro & Nigro PC, presented the report to the Board. No action was taken.

2. Discussion regarding potential refunding of the 2014A Revenue Bonds, authorization to expend up to \$220,000 and amend the Administrative Services Budget accordingly

The Manager of Administrative Services said that Wells Fargo presented an opportunity to District staff to refund 2014A Revenue Bonds. District staff and financial advisors reviewed the recommendation and both the District and advisors agreed that the refunding opportunity could generate potential savings. These bonds were originally issued with an interest rate of 3.75% to 5.00% and can be refinanced by issuing taxable bonds. Based on municipal bond interest rates in the current market, there is the potential for the District to save over \$200,000 annually over the next 17 years.

Jim Bemis from Montague DeRose and Associates, the District's bond counsel, and the Manager of Administrative Services reviewed the refunding analysis with the Board and responded to any questions.

On a motion by Director Quady, seconded by Director Santamaria, the Board of Directors voted 5-0 to direct staff to pursue 2014A Revenue Bond refunding and approve the associated budget increase.

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

NOES: None

3. January 2021 Water Use and Sales, December 2020 Power Generation, and January 2021 Investment Summary Reports

The Manager of Administrative Services presented the subject reports. No action was taken.

4. Disbursements for the District's monthly activities for January 2021

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

On a motion by Director Quady, seconded by Director Avila, the Board of Directors voted 4-0-1 to approve the outstanding bills for payment.

AYES: Directors Waters, Avila, Quady, Santamaria

NOES: None

ABSTAIN: Director Blois

5. Fourth Quarter 2020 Consultant Report

The Manager of Administrative Services presented the report. No action was taken.

G. OPERATIONS AND MAINTENANCE

1. Operating the Calleguas distribution system during power and communication outages

The Manager of Operations and Maintenance described staff response and distribution system operations during Southern California Edison's Public Safety Power Shutoff events and the related communication outages. No action was taken.

H. RESOURCES AND PUBLIC AFFAIRS

1. Metropolitan Annual Report on Achievements in Conservation, Recycling and Groundwater Recharge

The Manager of Resources said that, due to Senate Bill 60 passed in 1999, Metropolitan provides an annual report to the Legislature on regional progress in achieving the goals of cost-effective conservation, recycling, and groundwater recharge. The report presents the achievements during fiscal year 2019-2020.

Staff provided comments on some of the highlights included in the report. No action was taken.

2. Water Supply Update

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

I. ENGINEERING AND CONSTRUCTION

1. Discussion regarding approval of a capital project budget allocation in the amount of \$6,800,000 for Lindero Pump Station No. 2 (Toe of Dam or TOD) Rehabilitation ("TOD Pump Station Rehabilitation") (Project No. 590)

The Manager of Engineering said that Lindero Pump Station No. 2 (also known as Toe of Dam or TOD Pump Station) is located on Calleguas' property at Lake Bard and was built in 1995. It pumps water into Lindero Reservoir and delivers water to Oak Park and parts of Simi Valley and Thousand Oaks. Various components are beyond their useful life and have failed or not performed reliably in recent years, including the

pump control ball and check valves, electrical systems, and controls equipment. Spare or replacement parts are no longer available for many of these components, making it difficult to perform repairs when they fail.

In order to rehabilitate the pump station to make it more reliable, the project includes:

- Replacing existing pump control ball and check valves with new pump control valves, including piping modifications.
- Replacing much of the existing electrical conduit and conductors in the pump station and to various valve vaults and other vaults in the vicinity of the pump station, many of which are in poor condition and no longer serviceable.
- Replacing all pump station electrical and controls, including the main transformer, motor control center, programmable logic controller (PLC), and PLC uninterruptible power supply.
- Replacing surge tank isolation valves which no longer seal properly.
- Installing a removable protective canopy over the pumps to protect the motors from over-heating.

The project also includes other components to improve the operability and safety of the pump station:

- Installing a new isolation valve on the pump station discharge piping (to enable isolation of the pump station without draining a significant length of Lindero Feeder).
- Replacing the pump station building stairs.
- Replacing degraded and settled asphalt pavement.
- Installing an electrical submeter to facilitate billing purveyors for pumping.
- Performing other miscellaneous work, including replacement of ventilation fans and lighting, and painting the interior and exterior of the building.

Additionally, the project includes temporary electrical and controls equipment for the pump station in order to enable it to operate while existing electrical equipment is being replaced.

The existing capital budget was established for design, which is now complete. This budget allocation covers estimated construction costs based on the engineer's estimate; costs for inspection and project management; costs for engineering support during bidding and construction; and costs for designing and fabricating permanent and temporary control panels for the pump station (see items below).

On a motion by Director Waters, seconded by Director Quady, the Board of Directors voted 5-0 to approve the budget allocation.

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

NOES: None

2. **Discussion regarding Resolution No. 2007, authorization and call for bids for Lindero Pump Station No. 2 (Toe of Dam or TOD) Rehabilitation (“TOD Pump Station Rehabilitation”) (Project No. 590), located within Calleguas Municipal Water District’s Lake Bard site at 2100 Olsen Road, Thousand Oaks, Ventura County, California**

A RESOLUTION OF THE BOARD OF DIRECTORS OF CALLEGUAS
MUNICIPAL WATER DISTRICT
APPROVING THE PLANS AND SPECIFICATIONS
AND CALLING FOR BIDS FOR
LINDERO PUMP STATION NO. 2 (TOE OF DAM OR TOD) REHABILITATION (“TOD
Pump Station Rehabilitation”)

The Manager of Engineering said that, as discussed above, design of TOD Pump Station Rehabilitation is complete and it is ready to be bid and constructed. The engineer’s estimate for the project is \$4,382,000. Staff reviewed the plans and specifications and recommended that the Board approve the requested action.

On a motion by Director Avila, seconded by Director Santamaria, the Board of Directors voted 5-0 to adopt Resolution No. 2007. Resolution No. 2007 is attached and made part of these minutes.

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

3. **Discussion regarding approval of professional services by Perliter & Ingalsbe to perform bid and construction support services for Lindero Pump Station No. 2 (Toe of Dam or TOD) Rehabilitation (“TOD Pump Station Rehabilitation”) (Project No. 590), for an amount not-to-exceed \$592,035**

The Manager of Engineering said that the bid and construction support services include:

- Attending the pre-bid meeting via videoconferencing.
- Responding to questions during the bid period.
- Preparing and distributing addenda during the bid period (if needed).
- Reviewing the bid results and providing a recommendation for award.
- Attending the pre-construction meeting.
- Reviewing up to 380 shop drawings and submittals for conformance with the Contract Documents.
- Responding to requests for information.
- Providing technical assistance to District staff for preparation of field orders and work change directives.
- Preparing record drawings.

In addition, P&I will prepare consolidated record drawings for TOD Pump Station and the vaults in its vicinity, showing civil improvements, piping, mechanical items, electrical conduits, conduit schedules, and instruments that have been installed during

at least 12 various projects in this area over the years. These consolidated record drawings will be helpful to staff and consultants by consolidating the information into a single location and avoiding the need to review a dozen different sets of record drawings to determine what facilities exist.

This is a difficult, complex project, which will require significant assistance from P&I during construction. This is primarily due to:

- The challenges of construction in and around existing facilities, particularly excavation around and connections to buried pipelines and conduits.
- The tight construction schedule and limited window of opportunity for shutdowns.
- The need for temporary electrical and control equipment to minimize the length of shutdowns.

P&I has relevant experience and expertise and is extremely familiar with the District's facilities. P&I's work on other projects, including both phases of Grandson Pump Station, has been of good quality and the cost for professional services is reasonable for the work required.

On a motion by Director Santamaria, seconded by Director Quady, the Board of Directors voted 5-0 to approve the professional services.

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

4. Discussion regarding approval of professional services by Northern Digital, Inc., to design and fabricate control panels for Lindero Pump Station No. 2 (Toe of Dam or TOD) Rehabilitation ("TOD Pump Station Rehabilitation") (Project No. 590) for an amount not-to-exceed \$502,436

The Manager of Engineering said that the Construction of TOD Pump Station Rehabilitation will require two control panels:

- Pump Station Control Panel for operation of the pump station.
- Temporary Pump Station Control Panel, which will allow the District to maintain control and operation of the pump station while the contractor replaces the existing electrical and controls equipment.

Northern Digital, Inc.'s (NDI) scope of work for designing and fabricating these control panels includes the following:

- Design and fabricate the Pump Station Control Panel and Temporary Pump Station Control Panel.
- Perform all necessary Programmable Logic Controller (PLC) programming, including programming for the existing Pump Station Control Panel to work with new instruments and equipment that will be installed before the Temporary Pump Station Control Panel is installed.

- Develop the human-machine interface (HMI) screens necessary for the Control Room to operate the pump station.
- Make programming transitions from the existing control panel to the Temporary Pump Station Control Panel and then from the Temporary Pump Station Control Panel to the new Pump Station Control Panel after it has been installed.
- Test each component and the completed system.
- Integrate the new facilities into Calleguas' SCADA system.
- Develop record documentation and operations manual.

NDI has relevant experience and expertise and has performed similar services successfully on numerous Calleguas projects. NDI's work on other projects has been of good quality and the cost for professional services is reasonable for the work required.

On a motion by Director Waters, seconded by Director Avila, the Board of Directors voted 5-0 to approve the professional services.

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

NOES: None

J. WATER POLICY AND STRATEGY

The Associate General Manager provided two updates. First, he discussed coordination with the Public Policy Institute of California (PPIC) on partnerships between agricultural and urban interests for co-investment and reciprocal water management strategies. The PPIC published a report that may offer approaches for similar partnerships in Ventura County. Second, he discussed the Metropolitan's member agency rate refinement workgroup. Calleguas' staff has been actively collaborating with other Metropolitan member agencies to develop rate guidelines.

K. DISTRICT COUNSEL

District Counsel said that a Case Management Conference was scheduled for Phase II of the Las Posas Adjudication on February 25, 2021. He will present a report in closed session to the Board on March 3, 2021 regarding the February 25, 2021 Case Management Conference.

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 provided an update on the Metropolitan committee and Board meetings held on February 8 and 9, 2021. He noted that the recent elections and reorganization of representatives in member agencies have resulted in the appointment of four new directors to the Metropolitan Board. The Board has initiated discussion on rate refinement. He discussed Metropolitan's investment in a State Water Project (SWP) cooperative storage agreement with Antelope Valley – East Kern Water Agency that has pump-back capacity to supplement SWP deliveries to portions of the Metropolitan service area that are largely SWP dependent. He also noted that the SWP is anticipating a dry year.

M. CLOSED SESSION

1. Pursuant to Government Code 54957(a) Conference with Legal Counsel – Public Services or Facilities.

At 7:03 p.m., Director Blois adjourned to Closed Session to discuss item M-1 as stated on the agenda.

CLOSED SESSION CONTINUING

At 7:47 p.m., Director Blois reconvened to Open Session.

Regarding M-1, Director Blois stated that the Board received a report from staff and Legal Counsel and provided staff with direction. No action was taken.

N. OTHER BUSINESS

None


O. FUTURE AGENDA ITEMS

A Closed Session on the Las Posas Adjudication will be on March 3, 2021 at 4:00 p.m.

P. ADJOURNMENT

Director Blois declared the meeting adjourned at 7:48 p.m.

Respectfully submitted,

DocuSigned by:


Raul Avila, Board Secretary