

CALLEGUAS MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
October 06, 2021

**MINUTES**

The meeting of the Board of Directors of Calleguas Municipal Water District was held telephonically and via videoconference in accordance with the State of Emergency Declaration issued on March 4, 2020 by the Governor of the State of California, Government Code §54953(e) and Calleguas Resolution 2031.

The meeting was called to order by Steve Blois, President of the Board, at 5:04 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

Staff Present at District Headquarters and Participating via Videoconference: Anthony Goff, General Manager  
Rob Peters, Manager of Operations and Maintenance  
Steve Sabbe, IT Coordinator

Staff Present via Videoconference: Grant Burton, Manager of Human Resources  
Dan Drugan, Manager of Resources  
Henry Graumlich, Associate General Manager  
Kristine McCaffrey, Manager of Engineering  
Dan Smith, Manager of Administrative Services  
Kara Wade, Clerk of the Board  
Kayde Wade, Administrative Assistant

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

**B. MINUTES**

On a motion by Director Santamaria, seconded by Director Avila, the Board of Directors voted 5-0 to approve the September 15, 2021 minutes.

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

NOES: None

**C. WRITTEN COMMUNICATION**

None

**E. GENERAL MANAGER**

**1. General Manager's Report**

The General Manager reported on meetings attended and matters of interest to the Board of Directors.

Director Blois said that Item D on the agenda would be heard at this time.

**D. PUBLIC FORUM/ORAL COMMUNICATION**

The dates of September 15 to October 15 are recognized as National Hispanic Heritage Month. Assemblywoman Suzette Martinez Valladares took the opportunity during public comment to recognize and honor Director Raul Avila for his leadership as a person of Hispanic heritage both for his service as a veteran of the United States Navy, and as the Division 1 Director of the Calleguas Municipal Water District Board of Directors.

**E. GENERAL MANAGER**

**2. September 2021 Monthly Status Report**

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

**3. Discussion regarding Resolution No. 2031, proclaiming a local emergency, ratifying the proclamation of a State of Emergency by executive order, and authorizing remote teleconference meetings of the legislative bodies of Calleguas Municipal Water District pursuant to Brown Act provisions**

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
CALLEGUAS MUNICIPAL WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY,  
RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER,  
AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF  
THE LEGISLATIVE BODIES OF CALLEGUAS MUNICIPAL WATER DISTRICT  
PURSUANT TO BROWN ACT PROVISIONS

The General Manager said that the purpose of this requested action is to authorize and direct the General Manager and legislative bodies of Calleguas Municipal Water District to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

On March 4, 2020, amid rising concern surrounding the spread of COVID-19 throughout the State, California Governor Gavin Newsom issued a Proclamation of a State of Emergency. Subsequently, a series of Executive Orders aimed at containing the novel coronavirus were issued, including Executive Orders N-25-20, N-29-20, and N-35-20 which modified the requirements of the Ralph M. Brown Act, the local agency public meeting law. On June 11, 2021, the Governor issued Executive Order No. N-08-21 which extended these prior modifications made to the Brown Act through September 30, 2021.

Assembly Bill (AB) 361, legislation designed to amend and/or modify Brown Act requirements on an ongoing basis, was signed into law on September 16, 2021. Beginning October 1, 2021, remote meetings must transition from the authority of the Governor's Executive Orders to that established under AB 361. On and after October 1, all meetings of special district boards and other local agencies must be conducted under standard Brown Act provisions (i.e., meeting in-person or teleconferencing and adhering to the requirements of subdivision (b) of California Government Code section 54953 as they existed pre-pandemic), or be conducted under newly enacted provisions of AB 361 to conduct a remote teleconference meeting without adhering to the standard requirements of paragraph (3) of subdivision (b) of 54953.

On a motion by Director Avila, seconded by Director Waters, the Board of Directors voted 5-0 to adopt Resolution No. 2031. Resolution No. 2031 is attached and made part of these minutes.

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

NOES: None

## **F. ADMINISTRATIVE SERVICES**

### **1. Preliminary June 2021 Financial Statements**

The Manager of Administrative Services said that the preliminary June financial statements were being provided prior to the completion of the annual audit. The final FY 2021-22 Financial Statements will be presented to the Board by the District's auditors after the audit has been completed. No action was taken.

### **2. August 2021 Financial Statements**

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

## G. HUMAN RESOURCES

The Manager of Human Resources said there was an all-employee meeting held September 22, 2021 to discuss healthcare benefits open enrollment and benefit changes. No action was taken.

## H. OPERATIONS AND MAINTENANCE

1. **Discussion regarding Resolution No. 2028, approving the specifications and calling for bids for a contract to perform as-needed landscape maintenance and weed abatement services**

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
CALLEGUAS MUNICIPAL WATER DISTRICT  
APPROVING THE SPECIFICATIONS AND CALLING FOR BIDS FOR A  
LANDSCAPE MAINTENANCE SERVICES AGREEMENT

The Manager of Operations and Maintenance said that the purpose of this requested action is to authorize a call for bids for a contract to perform weed abatement services at the District's properties to comply with annual Fire Department property clearance notices and to perform as-needed landscape maintenance and weed and brush removal at large properties. The bids will establish hourly rate schedules for labor, equipment, and materials and the bid totals will be based on hypothetical hours to perform the District's current annually contracted workload. The contract will be for one year with an option for the District to renew the contract annually for up to two additional years.

On a motion by Director Quady, seconded by Director Avila, the Board of Directors voted 5-0 to adopt Resolution No. 2028. Resolution No. 2028 is attached and made part of these minutes.

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

## I. RESOURCES AND PUBLIC AFFAIRS

1. **Discussion regarding actions taken during the 2012-16 drought and "Lessons Learned"**

The Manager of Resources provided a presentation on actions taken during the 2012-16 drought. The topics for discussion included: drought messaging campaigns, turf removal program activity and effectiveness, and implementation of the Metropolitan Water Supply Allocation Plan. No action was taken.

## 2. Water Supply Update

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

## J. ENGINEERING AND CONSTRUCTION

### 1. Discussion regarding approval of a capital project budget allocation in the amount of \$707,000 for East Portal Isolation Enhancements (Project No. 601)

*Action: It is recommended that the Board approve the budget allocation.*

The Manager of Engineering said that Calleguas receives imported water from Metropolitan Water District of Southern California (Metropolitan) via West Valley Feeder (WVF) No. 1 and No. 2. Both feeders connect to the District's system at East Portal in Chatsworth. When necessary, WVF2 is isolated using four isolation valves located at East Portal. WVF1 is isolated with the use of several upstream valves within Metropolitan's system and an isolation gate at East Portal.

During a planned inspection of the District's Santa Susana Tunnel in February 2019, errant flows from WVF1 made their way to the isolation gate at East Portal. The amount of water was enough to cascade over the 12-foot-tall isolation gate and flow into the Tunnel where District staff were preparing for the upcoming tunnel entry. Fortunately, those staff already in the Tunnel were able to safely exit, but the tunnel inspection work was cancelled and staff does not feel comfortable entering the tunnel until an improved isolation approach is implemented.

To prevent a similar scenario in the future, District staff has coordinated with Metropolitan staff to develop enhancements to the isolation facilities and provide better protection for Calleguas staff. The enhancements include a new District-owned gate with an outlet connected to a temporary bypass that will convey any errant water out of the Tunnel. This added safety feature will provide additional time for staff to safely exit the Tunnel if water begins to flow for any reason. Due to the configuration of pipelines and other facilities at East Portal, this approach is significantly cheaper and more straightforward to implement than an isolation valve.

With the design of the enhancements completed, the project is now ready to be bid and constructed. The previous budget covered the design phase and additional budget needs to be allocated to move forward with the next phase.

On a motion by Director Avila, seconded by Director Santamaria, 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. 2027, authorization and call for bids for East Portal Isolation Enhancements (Project No. 601), located at East Portal in Chatsworth**

A RESOLUTION OF THE BOARD OF DIRECTORS OF CALLEGUAS  
MUNICIPAL WATER DISTRICT  
APPROVING THE PLANS AND SPECIFICATIONS  
AND CALLING FOR BIDS FOR EAST PORTAL ISOLATION ENHANCEMENTS

The Manager of Engineering said that as discussed above, design of the East Portal Isolation Enhancements is complete and the project is ready to be bid and constructed. Construction will be performed during the 2021-2022 and 2022-2023 winter shutdown seasons. During the 2021-2022 winter shutdown, field conditions and dimensions inside East Portal will be verified. The new bypass pipeline, isolation gate, and guides will then be fabricated in time for installation during the 2022-2023 winter shutdown season.

On a motion by Director Quady, seconded by Director Santamaria, the Board of Directors voted 5-0 to adopt Resolution No. 2027. Resolution No. 2027 is attached and made part of these minutes.

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

**3. Discussion regarding approval of a capital project budget allocation in the amount of \$240,000 for Calleguas-Ventura Interconnection (Project No. 562)**

*Action: It is recommended that the Board approve the budget allocation.*

The Calleguas-Ventura Interconnection would provide a means of conveying water between the City of San Buenaventura (City) and Calleguas, allowing the City, Casitas Municipal Water District, and United Water Conservation District to receive delivery of their State Water Project allocations by wheeling it through the Calleguas system. The Calleguas-Ventura Interconnection would also provide a means for Calleguas to receive up to 13 cfs of potable water from the City during an unplanned outage of imported supplies.

The City prepared a study that evaluated alternative alignments for the pipeline and determined a preferred pipeline route and approximate size. The portion of the pipeline that Calleguas will design and construct will be a total of approximately 17,000 feet of 30- or 36-inch welded steel pipe from the District's Springville Hydro area to Santa Clara Avenue; the City will design and construct the remainder of the facilities, which will connect to Calleguas' pipeline at Santa Clara Avenue and terminate at the City's existing pipeline in Henderson Road between South Saticoy Avenue and South Wells Road. A connection will be made upstream of Springville Hydro to deliver water to the City and a connection will be made downstream of Springville Hydro to receive water; this approach avoids the need for a pump station.

Calleguas and the City have not yet finalized the pipe size. The preliminary design will be based on a 36-inch pipeline, which is the largest being contemplated.

This additional water could be critical under outage conditions, particularly in a lengthy outage when Lake Bard has run dry. The interconnection could also facilitate various projects under consideration in the Water Supply Alternatives Study.

A draft four-party agreement has been prepared, but, for various reasons, not all parties are ready to commit to signing it at this time. While staff is confident an agreement will ultimately be executed (even if it includes fewer project partners), staff also believes it is critical to move forward with preliminary design so that the project is sufficiently developed to take advantage of anticipated grant funding opportunities in the next few years (including potential federal infrastructure funding and Proposition 1 Integrated Regional Water Management Plan Round 2). The City of Ventura initiated preliminary design approximately a year ago.

The previous budget covered the conceptual alignment study and California Environmental Quality Act compliance. Additional budget needs to be allocated to move forward with preliminary design of the District's portion of the pipeline. The Manager of Engineering provided a presentation with an overview of the project.

On a motion by Director Avila, 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

**4. Discussion regarding approval of professional services by Perliter & Ingalsbe to perform preliminary design services for the Calleguas-Ventura Interconnection (Project No. 562), for an amount not-to-exceed \$178,556**

The Manager of Engineering said that the Calleguas-Ventura Interconnection was described in the agenda item above. The alignment study previously prepared identified a conceptual alignment for the pipeline, but does not include the level of detail on the alignment necessary to proceed with design and right-of-way acquisition.

The preliminary design services include:

- Investigating the locations of existing utilities and oil and gas wells.
- Performing research into an area with potentially contaminated soils along the recommended alignment, as discussed in the Environmental Impact Report.
- Performing a limited field reconnaissance.
- Evaluating the advantages and disadvantages of installing the pipeline in Ventura County Watershed Protection District right-of-way.
- Identifying a recommended pipeline alignment.
- Determining suitable methods for crossing two drainage channels.

- Determining the locations of isolation valve vaults and preliminary layouts of piping and other components inside the vaults.
- Identifying locations and requirements for the two connections near Springville Hydro.
- Recommending permanent and temporary easement areas.
- Identifying areas requiring geotechnical investigation during design.
- Preparing a Preliminary Design Report summarizing the results of the findings.

Perliter & Ingalsbe (P&I) has relevant experience and expertise and is extremely familiar with the District's facilities. P&I's work on other projects, including several previous phases of the Salinity Management Pipeline, 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 Waters, the Board of Directors voted 5-0 to approve the professional services.

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

NOES: None

#### **K. WATER POLICY AND STRATEGY**

The Associate General Manager provided an update on potential constraints on Metropolitan Water District's ability to provide water supply to Calleguas and other member agencies within Metropolitan that are largely dependent on State Water Project (SWP) water supplies. The State Department of Water Resources (DWR) is anticipated to announce a preliminary SWP supply allocation of zero percent in December 2021 based on current drought conditions. DWR has requested that SWP contractors calculate a health and safety water demand requirement using a state standard of 55 gallons per capita per day as an alternative minimum delivery if the zero percent allocation remains in effect moving into 2022. Metropolitan has supplemented the requested domestic demand calculation with an estimate of critical commercial/industrial water use. If the SWP moves toward a "health and safety"-based delivery, it is anticipated that it would require a water emergency declaration for Calleguas and mandatory water reductions to manage demands with the limited water supply available in 2022.

#### **L. DISTRICT COUNSEL**

District Counsel said that a Case Management Conference for the Las Posas Adjudication will be held on October 27, 2021. He said there will be a number of depositions forthcoming. There will be a closed session at the November 3, 2021 Board Meeting at 4:00 p.m. to provide an update on the adjudication. The trial date is set for January 19, 2022.



**M. 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 updates on: the Metropolitan Board retreat; the appeals court decision in favor of San Diego County Water Authority (SDCWA) in its rate litigation against Metropolitan and the resultant award to SDWCA; and the status of Metropolitan's Regional Recycling Project.

**N. CLOSED SESSION**

None

**O. OTHER BUSINESS**

None


**P. FUTURE AGENDA ITEMS**

A closed session regarding the Las Posas Basin adjudication will be held November 03, 2021 at 4:00 p.m.

**Q. ADJOURNMENT**

Director Blois declared the meeting adjourned at 6:52 p.m.

Respectfully submitted,

DocuSigned by:  


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Raul Avila, Board Secretary