

CALLEGUAS MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
December 15, 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 No. 2031.

The meeting was called to order by Andres Santamaria, Vice President of the Board, at 5:00 p.m.

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

Directors Present via Videoconference: Andres Santamaria, Vice President  
Scott Quady, Treasurer  
Raul Avila, Secretary

Directors Absent: Steve Blois, President  
Andy Waters, Director

Staff Present at District Headquarters and Participating via Videoconference: Anthony Goff, General Manager  
Kristine McCaffrey, Manager of Engineering  
Rob Peters, Manager of Operations and Maintenance  
Dan Smith, Manager of Administrative Services  
Steve Sabbe, IT Coordinator

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

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

**B. MINUTES**

None

**C. WRITTEN COMMUNICATION**

None

#### **D. PUBLIC FORUM/ORAL 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.

#### **F. ADMINISTRATIVE SERVICES**

##### **1. Finance Committee Report**

Committee Chair Quady summarized the discussion from the Finance Committee meeting held on December 06, 2021. He said there was a discussion regarding review of responses to the Request for Proposals for investment management services. The Manager of Administrative Services said that there will be a follow-up Finance Committee meeting on December 28, 2021. No action was taken.

##### **2. November 2021 Water Use and Sales, October 2021 Power Generation, and November 2021 Investment Summary Reports**

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

##### **3. Disbursements for the District's monthly activities for November 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 3-0 to approve the outstanding bills for payment.

AYES: Directors Avila, Quady, Santamaria

NOES: None

ABSENT: Directors Blois, Waters

#### **G. HUMAN RESOURCES**

The Manager of Human Resources said that two vacant maintenance worker positions have been filled. No action was taken.

## H. OPERATIONS AND MAINTENANCE

### 1. Discussion regarding proposed Resolution No. 2034, award of contract for hydroelectric generator maintenance services and authorization of a budget of \$250,000

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

The Manager of Operations and Maintenance said the purpose of this requested action is to award a contract to perform preventative and corrective maintenance, as well as rehabilitation services, on Calleguas' six hydroelectric generator assemblies on an as-needed basis to Ethos Energy Field Services, Inc. of Santa Fe Springs, CA. Two bids were received at the November 9, 2021 bid opening. The bid proposal established an hourly rate schedule for labor, equipment and materials for the one-year contract period. The contract will be effective from January 1, 2022 through December 31, 2022 with an option to renew annually for up to two additional years.

On a motion by Director Avila, seconded by Director Quady, the Board of Directors voted 3-0 to adopt Resolution No. 2034 and authorize a budget of \$250,000. Resolution No. 2034 is attached and made part of these minutes.

AYES: Directors Avila, Quady, Santamaria

NOES: None

ABSENT: Directors Blois, Waters

### 2. Discussion regarding Resolution No. 2035 to award the contract for Landscape Maintenance Services and authorization of a budget of \$375,000

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 the purpose of this requested action is to award a contract to perform as-needed landscape maintenance and weed abatement services, including required brush removal for fire protection, at the District's properties and easements to Wildscape Restoration dba Urban Greening. Three bids were received at the November 18, 2021 bid opening. The bid proposal established an hourly rate schedule for labor, equipment, and materials.

The contract is a one year agreement with an option to renew annually for up to two additional years. If the contract is renewed, annual rate adjustments will be made

based on the State of California's prevailing wage determinations and Equipment Rental Rates.

District Counsel stated that language in draft Resolution 2035 needed to be revised from “recommends award of the bid” to “recommends award of the contract” and upon such revision, the Board could adopt the Resolution.

On a motion by Director Avila, seconded by Director Quady, the Board of Directors voted 3-0 to adopt Resolution No. 2035 and authorize a budget of \$375,000 as revised. Resolution No. 2035 is attached and made part of these minutes.

AYES: Directors Avila, Quady, Santamaria

NOES: None

ABSENT: Directors Blois, Waters

**3. Discussion regarding Resolution No. 2036 to award the contract for standby generator maintenance services and authorization of a budget of \$425,000**

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF CALLEGUAS MUNICIPAL WATER DISTRICT  
AWARDING THE CONTRACT FOR STANDBY GENERATOR  
MAINTENANCE SERVICES FOR THE DISTRICT

The Manager of Operations and Maintenance said the purpose of this requested action is to award a contract to perform preventative and corrective maintenance services on Calleguas' 20 standby generators to Quinn Company dba Quinn Power Systems of Oxnard, California. Calleguas received three bids at the December 2, 2021 bid opening. The bid proposal established a lump sum rate for annual preventative maintenance on all 20 generators for a three-year period and included an hourly rate schedule for labor, equipment, and materials for as-needed corrective maintenance during the three-year period.

On a motion by Director Quady, seconded by Director Avila, the Board of Directors voted 3-0 to adopt Resolution No. 2036 and authorize a budget of \$425,000. Resolution No. 2036 is attached and made part of these minutes.

AYES: Directors Avila, Quady, Santamaria

NOES: None

ABSENT: Directors Blois, Waters

**I. RESOURCES AND PUBLIC AFFAIRS**

**1. Public Hearing regarding Redistricting of Calleguas Municipal Water District Division Boundaries as required by Elections Code section 22000 *et. seq.***

The Manager of Resources said that, due to an error by the Ventura County Star in advertising the Calleguas MWD Public Hearing legal notice, this item is presented as information only and does not constitute a public hearing.

The Manager of Resources said that, every ten years, agencies with by-district election systems must use new census data to review and, if needed, redraw electoral division lines to reflect how local populations have changed. This process, called redistricting, ensures all divisions comply with both the California and federal Voting Rights Acts.

Requirements for redistricting include:

- Revised electoral districts must be “substantially equal in population as required by U.S. Constitution.”
  - Balance must comply with the U.S. and California Constitutions and Federal Voting Rights Act Section 10301 of Title 52 of the United States Code, as amended
  - Population equality is based on total population of District residents (not customers) per U.S. Census
  - Incarcerated persons are only counted if last known residence may be assigned to a City census block
  - In adjusting the boundaries of the divisions, the board may give consideration to:
    - (1) topography
    - (2) geography
    - (3) cohesiveness, contiguity, integrity, and compactness of territory
    - (4) community of interests of the division
- Boundaries shall not be drawn to favor or discriminate against a political party
- Change of boundaries shall not affect the unexpired term of office of any elected Board member

The District’s redistricting consultant, Jeremy Holm from Best Best & Krieger (BB&K), presented on redistricting requirements. BB&K will develop redistricting plan options based on feedback and direction provided by the Board. These options will be provided to the Board in advance of the first public hearing, which will now occur on January 19, 2022. The second public hearing still remains on February 16, 2022.

The District’s redistricting consultant has analyzed the 2020 census data against the existing division boundaries and found the current population exhibits a 9.61% total deviation between divisions. Traditionally, redistricting balances the population to be as substantially equal across the divisions as possible. A deviation under 10.00% is generally considered acceptable if the divisions achieve a specific purpose, such as protecting communities of interest or creating a majority/minority voting district.

Currently, Divisions 4 and 5 constitute majority/minority voting districts, as the Citizens of Voting Age Population (CVAP) that identify as Hispanic on their 2020 census forms constitute the single highest CVAP population.

The consensus from the Board was to maintain current division boundaries, solicit public input at the first Public Hearing in January, and then decide if division boundaries require re-alignment. 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**

The Manager of Engineering said that the U.S. Bureau of Reclamation has potential funding opportunities for Calleguas and Calleguas' Purveyors from the Bipartisan Infrastructure Law, which she is monitoring.

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

The Associate General Manager provided an update on separate discussions initiated among the District's purveyors overlying the Oxnard / Pleasant Valley groundwater basin and the Fox Canyon Groundwater Management Agency's (GMA) Executive Officer. The discussions involved a potential mutual aid arrangement where increased pumping in the GMA's jurisdiction could help reduce the need for Metropolitan deliveries during the coming year. Metropolitan would in turn provide for an unequal exchange in delivered water later that would benefit the groundwater basin. Both the purveyors and GMA staff expressed interest. The exchange would be modeled after Metropolitan's recently approved mutual aid agreement with the San Bernadino Valley Municipal Water District. The Associate General Manager will continue coordination with Metropolitan staff. No action was taken.

## **L. DISTRICT COUNSEL**

District Counsel said the Las Posas litigation expert depositions are on-going. The Phase II January 19, 2022 trial date remains on calendar. No action was taken.

## 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

In the absence of Director Blois, the Associate General Manager provided an update on issues discussed at Metropolitan of interest to the District. The Metropolitan Board of Directors approved a variety of projects for the East Branch of the State Water Project (SWP) to help reduce demands for SWP water by Metropolitan member agencies. In addition, the Metropolitan Board approved requests to the State for consideration of State grant funding to cover drought response projects and programs. The Metropolitan Board is reviewing parliamentary procedures for the conduct of its committee and Board meetings to increase transparency and process predictability. The Metropolitan Board also had its first view of proposed policy priorities that will form the foundation for a strategic plan scheduled for consideration in March 2022.

### 4. Discussion regarding an extension of Resolution No. 2031, continuing the proclamation of a local emergency, continuing the ratification of 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, on October 6, 2021, the Board passed Resolution No. 2031 authorizing remote teleconference meetings pursuant to AB 361. AB 361 modifies the Brown Act and authorizes teleconference meetings when a State of Emergency has been proclaimed by the Governor and meeting in person presents imminent risk to the health and safety of attendees [Government Code §54953(e)(1)]

In order to continue teleconference meetings, AB 361 requires reconsideration of findings every 30 days [Government Code §54953(e)(3)]. Since the passage of AB 361, the Governor's March 4, 2020 Proclamation of Emergency due to COVID-19 remains in effect and conditions set forth in Resolution No. 2031 have not changed with respect to the risks to the health and safety of attendees. Staff will continue to monitor the status of the Governor's order and prevailing conditions and inform the Board.

Staff recommends that, based on reconsideration of the above referenced conditions, Resolution No. 2031 be extended for an additional 30 days. Such extension shall take effect immediately and will be effective until January 14, 2022 or until such earlier time that the Board takes additional action by resolution or motion in accordance with Water Code §71276 and Government Code §54953(e) to extend the time during which the legislative bodies of Calleguas Municipal Water District may continue to teleconference without compliance with standard Brown Act requirements.

On a motion by Director Quady, seconded by Director Avila, the Board of Directors voted 3-0 to extend Resolution No. 2031 authorizing remote teleconference meetings of the legislative bodies of the District.

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

**N. CLOSED SESSION**

None

**O. OTHER BUSINESS**

None

**P. FUTURE AGENDA ITEMS**

The General Manager asked if a discussion regarding an adjustment in the Board compensation rate should be on a future agenda. The Board said yes and to bring it to the Board in March as was done in 2021.

**Q. ADJOURNMENT**

Director Santamaria declared the meeting adjourned at 6:28 p.m.

Respectfully submitted,

DocuSigned by:  
  
DFB609F5F4DC4F5...  
Raul Avila, Board Secretary