

CALLEGUAS MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
June 19, 2024

**MINUTES**

The meeting of the Board of Directors of Calleguas Municipal Water District was held in-person at 2100 E. Olsen Road, Thousand Oaks CA 91360. The District also provided telephonic and electronic methods of participation for the public as noted on the meeting agenda.

The meeting was called to order by Scott Quady, President of the Board, at 4:00 p.m.

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

Directors Present at District Headquarters:	Scott Quady, President Raul Avila, Secretary Jacquelyn McMillan, Treasurer Thibault Robert, Director
Director Absent:	Andy Waters, Vice-President
Staff Present at District Headquarters:	Kristine McCaffrey, General Manager Ian Prichard, Deputy General Manager Fernando Baez, Manager of Engineering Tricia Ferguson, Assistant Manager of Human Resources and Risk Management Matt Gomez, System Maintenance Supervisor Henry Graumlich, Executive Strategist Charlotte Holifield, Manager of External Affairs Jennifer Lancaster, Manager of Water Resources Kristen Morgan, Senior Accounting Technician Wes Richardson, Manager of Information Technology Steve Sabbe, IT Specialist Dan Smith, Manager of Finance Kara Wade, Clerk of the Board
Staff Present via Videoconference:	Kayde Wade, Administrative Assistant
Legal Counsel Present at District Headquarters:	Walter Wendelstein, Wendelstein Law Group, PC, District Counsel

## **2. PUBLIC COMMENTS**

None

## **4. ITEMS TO BE ADDED TO THE AGENDA – GOVERNMENT CODE 54954.2(b)**

None

## **3. PRESENTATION**

- A. Introduction of New System Maintenance Staff Members, Ivan Guzman and Andrés Andrade

Matt Gomez, System Maintenance Supervisor, introduced the new staff members. The Board welcomed them to Calleguas.

- B. 20-Year Service Award for General Manager Kristine McCaffrey

President Quady thanked Kristine for her 20 years of service. He highlighted some of the many substantial projects Kristine has managed over the years and her instrumental role in bringing millions of dollars in grant funding to Calleguas and other Ventura County agencies.

## **5. CONSENT CALENDAR**

- A. Approve the Minutes of the June 5, 2024 Regular Board Meeting
- B. Approve professional services to be performed in Fiscal Year 2024-25 on contracts without a fixed scope and fee — Dan Smith, Manager of Finance
- C. Award a contract to Falcon Fuels for an amount not to exceed \$150,000 for the period of July 1, 2024 through June 30, 2025 for provision of gasoline pursuant to a California Department of General Services Fuel Contract — Rob Peters, Manager of Operations and Maintenance
- D. Approve professional services by Northern Digital, Inc. in the amount of \$245,000 to upgrade the Turnout Automation System — Wes Richardson, Manager of Information Technology
- E. Reject all bids for Crew Building Improvements and Networking Center Relocation (Project No. 603R) — Fernando Baez, Manager of Engineering

On a motion by Director Avila, seconded by Director McMillan, the Board of Directors voted 4-0 to approve the Consent Calendar.

AYES: Directors Robert, McMillan, Avila, Quady

NOES: None

ABSENT: Director Waters

## 6. ACTION ITEMS

- A. Increase Hourly Rate for Legal Services by Wendelstein Law Group, PC – Kristine McCaffrey, General Manager

On a motion by Director Avila, seconded by Director Robert, the Board of Directors voted 4-0 to increase the hourly rate of Wendelstein Law Group, PC for legal services.

AYES: Directors Robert, McMillan, Avila, Quady

NOES: None

ABSENT: Director Waters

- B. Public hearing and discussion regarding adoption of proposed Resolution No. 2091, Establishing Rules, Rates, and Regulations for Water Service; Resolution No. 2092, Establishing Rates for Discharge to the Salinity Management Pipeline; and Resolution No. 2093, Adjusting Fees for Annexation to the District — Dan Smith, Manager of Finance

At 4:13 p.m., President Quady opened the Public Hearing. There was no public comment. At 4:14 p.m., President Quady closed the Public Hearing.

District Counsel advised the Board to adopt each resolution separately.

RESOLUTION NO. 2091  
A RESOLUTION PURSUANT TO ORDINANCE NO. 12  
ESTABLISHING RATES, RULES, AND REGULATIONS  
FOR WATER SERVICE TO AGENCIES WITHIN THE  
CALLEGUAS MUNICIPAL WATER DISTRICT

On a motion by Director McMillan, seconded by Director Robert, the Board of Directors voted 4-0 to adopt Resolution No. 2091. Resolution No. 2091 is attached and made part of these minutes.

AYES: Directors Robert, McMillan, Avila, Quady

NOES: None

ABSENT: Director Waters

RESOLUTION NO. 2092  
A RESOLUTION PURSUANT TO ORDINANCE NO. 19  
ESTABLISHING RATES FOR DISCHARGE TO THE  
SALINITY MANAGEMENT PIPELINE

On a motion by Director McMillan, seconded by Director Robert, the Board of Directors voted 4-0 to adopt Resolution No. 2092. Resolution No. 2092 is attached and made part of these minutes.

AYES: Directors Robert, McMillan, Avila, Quady

NOES: None

ABSENT: Director Waters

RESOLUTION NO. 2093  
A RESOLUTION ADJUSTING  
THE FEE FOR ANNEXATION TO THE DISTRICT

On a motion by Director McMillan, seconded by Director Robert, the Board of Directors voted 4-0 to adopt Resolution No. 2093. Resolution No. 2093 is attached and made part of these minutes.

AYES: Directors Robert, McMillan, Avila, Quady

NOES: None

ABSENT: Director Waters

- C. Adopt Fiscal Year 2024-25 Budget and Approve Revised Salary Schedule with New Position of Electrical Construction Inspector — Dan Smith, Manager of Finance

On a motion by Director Robert, seconded by Director McMillan, the Board of Directors voted 4-0 to adopt the Fiscal Year 2024-25 Budget and approve the revised salary schedule with the new position of Electrical Construction Inspector.

AYES: Directors Robert, McMillan, Avila, Quady

NOES: None

ABSENT: Director Waters

## 7. REPORTS

### A. GENERAL MANAGER AND STAFF REPORTS

#### 1. General Managers Report

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

#### 2. Water Resources Implementation Strategy (WRIST) Update – Kristine McCaffrey, General Manager, and Ian Prichard, Deputy General Manager

The General Manager and Deputy General Manager provided an update on the WRIST and responded to questions from the Board.

#### 3. Crew Building Improvements and Networking Center Relocation (Project No. 603) Value Engineering – Fernando Baez, Manager of Engineering

The Manager of Engineering provided an overview of the recent value engineering effort undertaken for the project and responded to questions from the Board.

#### 4. Update on Website Redesign – Jennifer Lancaster, Manager of Water Resources

The Manager of Water Resources showed the Board a mock-up of certain pages of the new website design and responded to questions from the Board.

#### 5. May 2024 Water Use and Sales, April 2024 Power Generation, and May 2024 Investment Summary Reports – Dan Smith, Manager of Finance

The Manager of Finance presented the reports and responded to questions from the Board.

### B. GENERAL COUNSEL REPORT

#### 1. General Counsel's Report

District Counsel stated he has been working closely with the Manager of Engineering regarding the Crew Building Improvements and Networking Center Relocation (Project No. 603) rejection of all bids and the value engineering findings and recommendations.

## C. BOARD OF DIRECTORS REPORTS

### 1. Board Member Reports on Ancillary Duties

*Reports on ancillary duties are placed on the agenda to provide a forum for discussion concerning the activities of external entities to which Calleguas Board members are assigned in a representative capacity.*

#### a. Report of ACWA Region 8 Director

No report.

#### b. Report of ACWA Joint Powers Insurance Authority (JPIA) Representative

No report.

#### c. Report of Association of Water Agencies of Ventura County Representative

Director Avila said that he attended the AWA Committee Meeting on June 14. They discussed the Reagan Library Event scheduled for September 19.

#### d. Report of Fox Canyon Groundwater Management Agency Representative

No report. Director Avila noted that, in the event Gene West is absent from the next meeting, he may need to attend in his capacity as alternate water agency representative.

#### e. Report of Metropolitan Water District Director

Director McMillan referenced her written report on the Metropolitan meetings she attended from June 6 to June 19. Director McMillan's report is attached and made part of these minutes.

#### f. Report of Ventura LAFCo Commissioner

No report.

#### g. Report of Ventura County Regional Energy Alliance Representative

No report.

h. Report of Ventura County Special Districts Association Representative

No report. Director Robert noted that the June 4 meeting was canceled.

2. Directors' List of Administrative Code Reimbursable Meetings Other than Ancillary Duties  
*Reimbursable meetings reports are placed on the agenda to comply with statutory and Calleguas Administrative Code requirements for members of a legislative body who attend a meeting at the expense of the local agency to provide a report of the meeting.*

Board members provided reports on various meetings that they attended which are subject to the District's reimbursement policy.

3. Discussion regarding upcoming meetings to be attended by Board members

The General Manager noted that the June 27 Purveyor Meeting and the July 3 Calleguas Board Meeting are canceled.

The August 21 Calleguas Board Meeting will need to be rescheduled due to the ACWA Region 8 event. Director Quady is a Region 8 Board Member and Kristine McCaffrey is a panelist.

4. Request for Future Agenda Items

None

**8. INFORMATION ITEMS**

None

**9. CLOSED SESSION**

None

## 10. ADJOURNMENT

Director Quady declared the meeting adjourned at 5:43 p.m.

Respectfully submitted,



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Raul Avila, Board Secretary



**CMWD Board of Director Activity Report  
for Director Jacquelyn McMillan from June 6 to June 19, 2024**

**Calleguas MWD Related Activities**

June 6 – I participated in CSDA’s Membership Committee via Zoom.

June 7 – I participated in a strategy meeting with CMWD’s management regarding MWD upcoming committee and board meetings.

June 14 – I attended the West Ventura County Chamber of Commerce’s State of the City Address which featured Mayor John C. Zaragoza.

June 18 – I attended AWAVC’s Water Issues Committee at UWCD.

June 19 – I attended CMWD’s board meeting at CMWD headquarters.

**Metropolitan Water District of Southern California (MWD) Related Activities**

June 6 – I attended the Northern Caucus to discuss matters regarding MWD’s upcoming committee and board meetings.

June 10 & 11 — I attended various committee and board meetings at MWD. Key actions and reports are listed below:

- Approved General Auditor’s Internal Audit Plan for fiscal year 2024/25 by two-thirds vote of the Board. (7-1)
- Authorized engineering services agreements with AECOM, Black & Veatch, and Hazen and Sawyer in amounts not to exceed \$3 million each, for a maximum of 3 years. (7-2)
- Awarded an \$897,469 contract to Exaro Technologies Corporation to construct a cathodic protection system on the Santa Monica Feeder. (7-3)
- Approved up to \$2.257 million to purchase insurance coverage for MWD’s Property and Casualty Insurance Program to renew or replace all the expiring excess liability and specialty insurance policies for and maintain the \$25 million self-insured retention for FY 2024/25, and include up to \$225,000 to obtain cyber liability coverage. (7-4)
- Approved the Statement of Investment Policy for fiscal year 2024/25; and authorize the Treasurer to invest Metropolitan’s funds for fiscal year 2024/25. (7-5)
- Authorized the GM to grant a permanent easement to LVMWD for water pipeline purposes on MWD’s fee-owned property in the City of Los Angeles within APN 2723-009-905. (7-6)
- Authorized amending agreements with Hazen and Sawyer for a new not-to-exceed amount of \$2,000,000 and CDM Smith Inc. for a new not-to-exceed amount of \$500,000, and authorized a new agreement with Arup US, Inc. for a not-to-exceed amount of \$500,000 for

a period of three years to provide support services in the development and implementation of the CAMP4W. (7-7)

- Approved the nomination and naming of the Wildflower Trail at Diamond Valley Lake in honor of Metropolitan Board Vice Chair Judy Abdo. (7-10)
- Approved and appropriated an increase of \$25 million to the Capital Investment Plan for FYs 2022/23 and 2023/24 budget for a new biennium amount of \$625 million. (8-1)
- Authorized two payments of up to \$993,600 for support of the CRB, SAC, and Authority for FY 2024/2025 and \$1,023,408 for FY 2025/2026. (8-2)
- Authorized a 3 year-contract with We Are RALLY, LLC for media placement services related to drought awareness and water conservation not to exceed \$10.5 million. (8-3)
- Authorized the GM to enter into an option agreement with AES Corporation, LLC for a long-term lease of up to 6,742 acres in the Palo Verde Mesa for carbon-free energy production and storage uses, subject to the price and terms direction given in closed session. (8-5)

June 13 – I attended a special board meeting to approve waiving the confidentiality of closed session items discussed at the June 11, 2024, Board Meeting and to place the GM on administrative leave effective immediately and temporarily appointed Deven Upadhyay as Interim General Manager (5C).