

CALLEGUAS MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
August 7, 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 4:01 p.m.

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

Directors Present at District Headquarters: Scott Quady, President  
Andy Waters, Vice-President  
Raul Avila, Secretary (arrived at 4:15 p.m.)  
Jacquelyn McMillan, Treasurer  
Thibault Robert, Director

Staff Present at District Headquarters: Kristine McCaffrey, General Manager  
Ian Prichard, Deputy General Manager  
Fernando Baez, Manager of Engineering  
Grant Burton, Manager of Human Resources and Risk Management  
Tricia Ferguson, Assistant Manager of Human Resources and Risk Management  
Henry Graumlich, Executive Strategist  
Jennifer Lancaster, Manager of Water Resources  
James Mojica, IT Specialist  
Wes Richardson, Manager of Information Technology  
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

**3. PRESENTATION**

None

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

None

**5. CONSENT CALENDAR**

- A. Approve the Minutes of the July 17, 2024 Board Meeting
- B. Receive and Affirm the Payment Register for the District's Activities from June 25, 2024 to July 22, 2024
- C. Approve Professional Services by HDR Engineering, Inc. in the Amount of \$185,748 to Perform a Value Engineering Study for Conejo Pump Station Rehabilitation (Project No. 480)
- D. Approve Capital Project Budget Increase for Lake Sherwood Pump Station Rehabilitation (Project No. 591) in the Amount of \$1,270,000

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

AYES: Directors Robert, McMillan, Waters, Quady

NOES: None

ABSENT: Director Avila

Director Quady said that Item 7A1 would be heard at this time.

## **7. REPORTS**

### **A. GENERAL MANAGER AND STAFF REPORTS**

#### **1. Monthly Status Report**

The Board asked questions, which the General Manager and department managers answered.

#### **2. Second Quarter 2024 Change Order Summary Report – Fernando Baez, Manager of Engineering**

The Manager of Engineering presented the report.

### **B. GENERAL COUNSEL REPORT**

#### **1. General Counsel's Report**

None

Director Quady said that Item 6A would be heard at this time.

## **6. ACTION ITEMS**

### **A. Discussion Regarding Potential Sponsorship of Association of Water Agencies of Ventura County's 2024 Elected Officials and Members Reception – Kristine McCaffrey, General Manager, and Dan Smith, Manager of Finance**

The General Manager said that the Board adopted a sponsorship policy in the spring that provides greater clarity on the types of activities that Calleguas sponsors, the process for requesting sponsorship, and financial transparency requirements for sponsorships of \$5,000 or more in a fiscal year.

Per Director Avila's request, a Sponsorship Committee Meeting was held on July 30 to discuss whether Calleguas should sponsor the Association of Water Agencies of Ventura County's (AWA's) Elected Officials and Members Reception, which predates the compliance deadline for the new Sponsorship Policy. The Committee Members requested that the matter be agendized at an upcoming Board meeting for discussion by the full Board.

Dan Smith, Manager of Finance, provided a summary of AWA's financial information and Calleguas's sponsorship of AWA's events for the last five years.

During public comment, Kelle Pistone, Managing Director of AWA, stated the importance of keeping the 2024 Elected Officials and Members Reception at the Ronald Reagan Presidential Library. She provided a written document to the Board listing numerous reasons the Ronald Reagan Presidential Library is the best venue for this event, which document is attached and made part of these minutes. She said that it has been the venue for 29 consecutive years. She noted that the event is covered 100% by sponsorship. She thanked Calleguas for their continued support over the years.

Wanda Moyer, AWA Alternate Board Member for the City of Simi Valley, said that, as Calleguas's largest customer according to volumetrics sales, they would like to encourage Calleguas to continue to sponsor this event. She stated the importance of this event to engage with local, County, and state elected officials on critical water issues.

On a motion by Director Avila, seconded by Director McMillan, the Board of Directors voted 5-0 to sponsor the Association of Water Agencies of Ventura County's 2024 Elected Officials and Members Reception at the \$5,000 level.

AYES: Directors Robert, McMillan, Avila, Waters, Quady  
NOES: None

Director Quady said that item 7C1 would be heard at this time.

## 7. REPORTS

### C. BOARD OF DIRECTORS REPORTS

#### 1. Sponsorship Committee Meeting Report

See Item 6A.

#### 2. 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

Director Quady noted the upcoming Region 8 Event on August 21 in Pasadena.

b. Report of ACWA Joint Powers Insurance Authority Representative

Director Quady said he attended a meeting in Roseville on June 20. The most common types of workers' compensation claims were discussed. The typical claimant is 36-45 years old and has worked for a member agency for 0-5 years. The most common part of the body injured is the torso.

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

Director Avila said that he attended the AWA WaterWise meeting on July 18. Metropolitan Water District of Southern California and Antelope Valley-East Kern Water Agency discussed a joint groundwater banking project intended to increase the stored water available for Southern California.

d. Report of Fox Canyon Groundwater Management Agency Representative

No report

e. Report of Metropolitan Water District Director

Director McMillan referenced her written report on the Metropolitan meetings she attended from July 18 to August 7. Director McMillan's report is attached and made part of these minutes.

f. Report of Ventura LAFCo Commissioner

Director Avila said that LAFCo is reviewing the materials submitted by applicants for the vacant public seat on the LAFCo Board.

g. Report of Ventura County Regional Energy Alliance Representative

No report

h. Report of Ventura County Special Districts Association Representative

Director Robert said he attended the August 6 meeting. Kara Ralston, Chief Executive Officer of Camarillo Health Care District, presented on their adult care programs.

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 regular Board Meeting scheduled for August 21 has been rescheduled due to her participation as a panelist in the ACWA Region 8 Event. The Special Board Meeting will be Thursday, August 22 beginning with a Closed Session at 3:00 p.m.

4. Request for Future Agenda Items

A Sponsorship Committee Meeting will be scheduled once all of the materials for AWA's sponsorship certification have been received and confirmed complete.

## 8. INFORMATION ITEMS

### A. WRITTEN COMMUNICATION

1. Press Release: Firefighting Helicopters Rely on Local Water Supply to Battle Area Blazes.
2. Letter to Chair Wicks of the State Assembly Appropriations Committee regarding SB 1255 (Durazo): Low-Income Water Rate Assistance – Oppose
3. Coalition letter organized by ACWA opposing SB 1255 (Durazo) unless amended.

## 9. CLOSED SESSION

- A. Pursuant to Government Code Section 54957 (personnel exemption),  
Employee Performance Evaluation – General Manager

At 4:57 p.m., Director Quady adjourned to Closed Session to discuss Item 9A as stated on the agenda. Closed Session began at 4:58 p.m.

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### CLOSED SESSION CONTINUING

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At 5:53 p.m. Closed Session ended.

At 5:57 p.m., Director Quady reconvened to Open Session.

Regarding Item 9A, President Quady stated that, in tonight's closed session, the Board determined that the General Manager exceeded their expectations for the first six months of her tenure. After Board discussion, Director McMillan recommended that, due to the General Manager's short tenure, a one-time bonus in the amount of \$8,000 be provided, instead of a salary increase, at this time.

On a motion by Director McMillan, seconded by Director Waters, the Board of Directors voted 5-0 to approve a bonus of \$8,000.00 to the General Manager.

AYES: Directors Robert, McMillan, Avila, Waters, Quady

NOES: None

## 10. ADJOURNMENT

Director Quady declared the meeting adjourned at 6:00 p.m.

Respectfully submitted,



Raul Avila, Board Secretary

**CMWD Board of Director Activity Report  
for Director Jacquelyn McMillan from July 18 to August 7, 2024**

**Calleguas MWD Related Activities**

July 18-19 – I attended the Delta Conveyance Project Tour of the Bethany Alignment in Sacramento.

July 25 – I attended CMWD’s Purveyor Managers Meeting at CMWD in Thousand Oaks.

July 30 – I attended CMWD’s Sponsorship Committee at CMWD in Thousand Oaks.

August 2 – I attended CSDA’s Legislative Committee Meeting via Zoom.

August 6 – I attended CSDA’s Live Webinar on Lease Purchase Agreements.

August 7 – I attended CMWD’s Board Meeting.

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

July 22-24 – I attended various committees at MWD in Los Angeles which included Audit Subcommittee of the Executive Committee, the Executive Committee and CAMP4W Workshop

August 1 – I attended MWD’s Joseph Jensen Filtration Plant Inspection Trip for Senator Menjivar.

August 5 – I chaired the Ad Hoc Committee on Bay Delta via Zoom.

August 6 – I attended MWD Special Board Training on MWD Financials via Zoom.