

**CALLEGUAS MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
February 19, 2025**

**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 Raul Avila, President of the Board, at 4:00 p.m.

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

Directors Present at District  
Headquarters:

Raul Avila, President  
Scott Quady, Vice-President  
Thibault Robert, Secretary  
Jacquelyn McMillan, Treasurer  
Reddy Pakala, Director

Staff Present at District  
Headquarters:

Kristine McCaffrey, General Manager  
Ian Prichard, Deputy General Manager  
Fernando Baez, Manager of Engineering  
Omar Castro, Manager of Operations and Maintenance  
Tricia Ferguson, Manager of Human Resources and Risk  
Management

Henry Graumlich, Executive Strategist  
Charlotte Holifield, Manager of External Affairs  
Jennifer Lancaster, Manager of Water Resources  
Wes Richardson, Manager of Information Technology  
Megan Neilson, Administrative Assistant  
Kathryn Ehret, Management Analyst  
Matt Gomez, System Maintenance Supervisor

Staff Present via  
Videoconference:

Kara Wade, Clerk of the Board  
Kayde Maddox, Administrative Assistant  
Julie Schade, Accounting Technician  
Jen Vasquez, Principal Water Resource Specialist

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 February 5, 2025 Regular Board Meeting, as Amended

B. Fourth Quarter 2024 Change Order Summary Report

On a motion by Director McMillan, seconded by Director Pakala, the Board of Directors voted 4-0-1 to approve the Consent Calendar.

AYES: Directors Pakala, McMillan, Quady, Avila

NOES: None

ABSTAIN: Robert

## **6. ACTION ITEMS**

*Action Items call for separate discussion and action by the Board for each agenda item.*

A. Discussion Regarding Resolution No. 2104, Concurring in Nomination of Melody Henriques-McDonald of San Bernardino Valley Water Conservation District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority

On a motion by Director Quady, seconded by Director McMillan, the Board of Directors voted 5-0 to endorse the nomination of Melody Henriques-McDonald.

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

NOES: None

Discussion Regarding AB 259 (Rubio), Concerning Brown Act Requirements for Remote Participation in Public Agency Meetings

On a motion by Director Quady, seconded by Director Pakala, the Board of Directors voted 5-0 to adopt a "Support" position on AB 259.

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

NOES: None

## 7. REPORTS

*Report items are placed on the agenda to provide information to the Board and the public and no Board action is sought.*

### A. GENERAL MANAGER AND STAFF REPORTS

1. 2024 Year in Review Draft Report – Charlotte Holifield, Manager of External Affairs.

The Manager of External Affairs presented the draft Year in Review, highlighting the District's 2024 accomplishments.

2. Pipeline Condition Assessment Programs for Bar-Wrapped and Pre-Stressed Concrete Cylinder Pipe – Fernando Baez, Manager of Engineering, and Omar Castro, Manager of Operations & Maintenance.

The Manager of Engineering and the Manager of Operations and Maintenance presented an overview of Calleguas's condition assessment programs for bar-wrapped pipe and pre-stressed concrete cylinder pipe.

3. Emergency Repair of Blow Off Plug Valve – Matt Gomez, System Maintenance Supervisor

The System Maintenance Supervisor presented on the recent repair of a leaking blow off due to a failed plug (isolation) valve.

### B. GENERAL COUNSEL REPORT

1. General Counsel's Report

None

## C. BOARD OF DIRECTORS REPORTS

### 1. Committee Meeting Report

None

### 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 attended a Region 8 virtual meeting on wildfire on February 13.

#### b. Report of ACWA Joint Powers Insurance Authority Representative

No report

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

Director Avila attended the February 6 executive committee meeting, where the budget, membership, and upcoming events were discussed.

#### d. Report of Fox Canyon Groundwater Management Agency (FCGMA) Representative

Director Pakala attended the FCGMA Board Meeting on February 12. The meeting included a presentation by the Calleguas General Manager and Deputy General Manager on the Water Resources Implementation Strategy, one by the City of Oxnard on their Groundwater Recovery Enhancement and Treatment program, and one by a consultant on FCGMA staffing needs.

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

Director McMillan referenced her written report on the Metropolitan meetings she attended from February 6 to 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

- 3. 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.

- 4. Discussion regarding upcoming meetings to be attended by Board members

There is an upcoming Finance Committee meeting on March 3 at 3 p.m., as well as an Employee Housing Ad Hoc Committee meeting on March 4 at 3 p.m.

- 5. Request for Future Agenda Items

None

## 8. INFORMATION ITEMS

None

## 9. CLOSED SESSION

- A. Pursuant to Government Code §54956.9(d)(2) – Conference with Legal Counsel – Anticipated Litigation; 1 case.

At 5:15 p.m., Director Avila adjourned to Closed Session to discuss Item 9.A as stated on the agenda. Closed Session began at 5:20 p.m.

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**CLOSED SESSION CONTINUING**

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At 5:50 p.m., Closed Session ended.

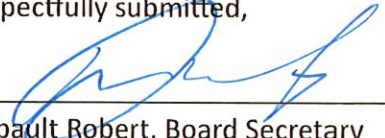
At 5:52 p.m., Director Avila reconvened to Open Session.

Regarding Item 9.A, direction was given to staff. No action was taken.

**10. ADJOURNMENT**

Director Avila declared the meeting adjourned at 5:52 p.m.

Respectfully submitted,

  
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Thibault Robert, Board Secretary