

**CALLEGUAS MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
March 5, 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 Kat Ehret, Management Analyst Tricia Ferguson, Manager of Human Resources and Risk Management Charlotte Holifield, Manager of External Affairs Jennifer Lancaster, Manager of Water Resources Wes Richardson, Manager of Information Technology Steve Sabbe, IT Specialist Sue Taylor, Accounting Supervisor Kara Wade, Clerk of the Board
Staff Present via Videoconference:	Kayde Maddox, Administrative Assistant Jenyffer Vasquez, Principal Water Resources Specialist
Legal Counsel Present at District Headquarters:	Walter Wendelstein, Wendelstein Law Group, PC, District Counsel

## **2. PUBLIC COMMENTS**

None

## **3. PRESENTATIONS**

These items were deferred to a future agenda.

- A. Introduction of new Senior Control Technician Mark Bellinger
- B. Presentation of Association of Water Agencies of Ventura County Special Recognition Award

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

None

## **5. CONSENT CALENDAR**

- A. Approve the Minutes of the February 19, 2025 Board Meeting
- B. Receive and Affirm the Payment Register for the District's Activities from January 23, 2025 to February 24, 2025
- C. Approve Capital Project Budget Increase in the Amount of \$700,000 for LVMWD-CMWD Interconnection (Project No. 450)
- D. Adopt Resolution No. 2105, Awarding the Contract for the Construction of Networking Center Relocation and Administration Building Storage Room Addition (Project No. 620)
- E. Receive and Affirm the Quarterly Consultant Contract Reports for the District's Contracted Activities through December 31, 2024
- F. Receive and Affirm the Quarterly Capital Projects Report for the District's Activities through December 31, 2024

- G. Authorize \$136,240 for a Three-Year Supervisory Control and Data Acquisition Software and Support Contract with Aveva Select

On a motion by Director McMillan, seconded by Director Robert, the Board of Directors voted 5-0 to approve Consent Calendar

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

NOES: None

## 6. ACTION ITEMS

None

## 7. REPORTS

### A. GENERAL MANAGER AND STAFF REPORTS

#### 1. Monthly Status Report

The Board asked questions, which the General Manager and department managers answered. Director Avila requested that, in the future, each Board member come prepared to ask about specific items in the Monthly Status Report, with references to item numbers. He also requested that the General Manager highlight five accomplishments from each Monthly Status Report.

#### 2. January 2025 Water Use and Sales, December 2024 Power Generation, and January 2025 Investment Summary Reports – Sue Taylor, Accounting Supervisor

The Accounting Supervisor presented the report.

Director Avila said that, due to technical difficulties concerning the Accounting Supervisor report, the General Counsel's Report would be heard at this time.

### B. GENERAL COUNSEL REPORT

#### 1. General Counsel's Report

General Counsel stated that he has been working with the Emergency Response Coordinator on an agreement to participate in the Ventura County Regional Radio Network; with the Manager of Human Resources and Risk Management on a consultant contract for review of insurance certificates;

and with Special Counsel on construction, environmental, and groundwater issues. He attended the ACWA Legal Affairs Committee meeting, as the District's appointed representative, where a Proposition 26 case was discussed.

C. BOARD OF DIRECTORS REPORTS

1. Committee Meeting Report

Director McMillan said that, at the Finance Committee meeting on March 3, they discussed the findings of the Fiscal Year 2024-25 audit. She also stated that a Request for Proposals would be issued for potential new auditors.

Director Avila returned to General Manager and Staff Reports

3. January 2025 Financial Report – Sue Taylor, Accounting Supervisor

The Accounting Supervisor presented the report.

D. BOARD OF DIRECTORS REPORTS

1. Committee Meeting Report (continued)

Director Robert said that, at the Ad Hoc Committee on Staff Housing on March 4, they discussed options for House No. 3. They inspected the house and surrounding area. House No. 3 has very limited access for large vehicles and construction equipment and any access improvements would involve modifications to facilities under the jurisdiction of the Division of Safety of Dams, which would increase the cost and extend the schedule substantially. Due to these constraints, the recommendation is for House No. 3 to be substantially renovated instead of replaced. The approaches to House Nos. 1 and 2 will be addressed at a later Ad Hoc Committee meeting. The Board requested that maintenance on the staff houses be a priority and the General Manager assured them that it would be.

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

No report.

b. Report of ACWA Joint Powers Insurance Authority Representative

Director Quady said he received the annual risk assessment performed by ACWA JPIA staff on workers' compensation, liability, and property issues. He said that staff has done a great job of keeping claims low.

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

No report.

d. Report of Fox Canyon Groundwater Management Agency Representative

No report.

e. Report of Metropolitan Water District Director

Director McMillan provided a written report on the Metropolitan meetings she attended from February 6 to 19. She noted that she will be Metropolitan's alternate representative on the Delta Conveyance Design and Construction Authority Board. 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

Director Pakala attended his first meeting on February 20 as Calleguas's representative. He said that VCREA has awarded \$14 million in grants for electrical vehicle charging upgrades and infrastructure to cities and special districts. He said that the next time grants are offered, Calleguas should consider applying.

h. Report of Ventura County Special Districts Association Representative

No report.

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 that are subject to the District's reimbursement policy.

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

None.

4. Request for Future Agenda Items

Director McMillan stated she is interested in being considered for the open position on the ACWA Region 8 Board, but may be able to pursue it as a representative of Metropolitan. She will follow up with the General Manager regarding this matter.

The General Manager said that the Calleguas Board will need to designate a voting member for the upcoming ACWA elections.

**8. INFORMATION ITEMS**

- A. Calleguas Comment Letter re: County Water Districts: AB 367-Assemblymember Steve Bennett requirements for water suppliers to prepare for wildfire events: fire suppression, February 21, 2025.

**9. CLOSED SESSION**

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

At 4:59 p.m., Director Avila adjourned to Closed Session to discuss Item 9.A as stated on the agenda. Closed Session began at 5:01 p.m.

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**CLOSED SESSION CONTINUING**

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At 6:32 p.m., Closed Session ended.

At 6:34 p.m., Director Avila reconvened to Open Session.

Regarding Item 9.A, Director Avila had each Director say a few words regarding the General Manager's performance review. They thanked her for her excellent management of the District. After an evaluation of the General Manager's performance, the Board of Directors recommended that: (1) the General Manager receive a 3.3% cost-of-living adjustment in accordance with the current consumer price index; (2) a framework be established for setting and evaluating goals twice annually; (3) the Board establish a salary range for the General Manager's position; and (4) the General Manager's employment contract be amended to state that her performance review will take place each March.

On a motion by Director Avila, seconded by Director Quady, the Board of Directors voted 5-0 to approve the four recommendations of the Board as set forth above.

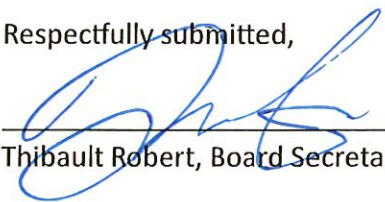
AYES: Directors Pakala, McMillan, Robert, Quady, Avila

NOES: None

**10. ADJOURNMENT**

Director Avila declared the meeting adjourned at 6:40 p.m.

Respectfully submitted,

  
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Thibault Robert, Board Secretary

RESOLUTION NO. 2105

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF CALLEGUAS MUNICIPAL WATER DISTRICT  
AWARDING THE CONTRACT FOR THE CONSTRUCTION OF  
NETWORKING CENTER RELOCATION AND  
ADMINISTRATION BUILDING STORAGE ROOM ADDITION (PROJECT NO. 620)

WHEREAS, the Calleguas Municipal Water District opened bids on February 18, 2025, for the construction of Networking Center Relocation and Administration Building Storage Room Addition, in accordance with the Contract Documents for Project No. 620, therefore, and

WHEREAS, Pre Con Industries, Inc., 725 Oak Street, Santa Maria, CA 93454, submitted the lowest responsive bid in the total amount of \$2,184,000.00, and

WHEREAS, the District's Engineering staff and Consulting Engineer recommend award of contract to the company submitting the lowest responsive bid as named above and in the amount of \$2,184,000.00.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of Calleguas Municipal Water District as follows:

SECTION 1. That the contract for the construction of Networking Center Relocation and Administration Building Storage Room Addition, for the total price of \$2,184,000.00, all in accordance with the Contract Documents for Project No. 620 therefore, be awarded to Pre Con Industries, Inc., contingent on the Bidder's execution of the contract, furnishing of the required bonds and insurance and associated documents, and provision of satisfactory evidence that the Bidder's Superintendent and Project Manager meet the experience and certification requirements in the Notice Inviting Bids, all in accordance with the requirements of the Contract Documents, and

SECTION 2. That the President and Secretary for the Board of Directors be and they hereby are, authorized and directed to execute the Contract Documents for and on behalf of the District.

ADOPTED, SIGNED AND APPROVED this fifth day of March, 2025.



Raul Avila, President  
Board of Directors



I HEREBY CERTIFY that the foregoing Resolution was adopted at a meeting of the Board of Directors of Calleguas Municipal Water District held on March 5, 2025.

ATTEST:

  
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Thibault Robert, Secretary  
Board of Directors

(SEAL)

**CMWD Board of Director Activity Report  
for Director Jacquelyn McMillan from February 20 to March 5, 2025**

**Calleguas MWD Related Activities**

February 20 – WBCBA Networking Breakfast at their headquarters in Oxnard.

February 21 – CSDA Legislation Committee and CSDA Leadership Workshop via Zoom

March 3 – Finance Committee at CMWD

March 4 – Ethics Training

March 5 – Women's International Awards at Agoura Hills Recreation and Park Center and CMWD Board at CMWD

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

February 20 – Delta Construction Authority via Zoom

February 25 and 26 – MWD Executive Committee and CAMP4W at MWD Headquarters in downtown Los Angeles.

March 3 – Legal and Claims Planning Committee via Zoom