

CALLEGUAS MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
May 21, 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  
Thibault Robert, Vice-President  
Reddy Pakala, Secretary  
Scott Quady, Director

Director Participating via  
Videoconference:

Jacquelyn McMillan, Treasurer

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  
Daniel Cohen, Emergency Response Coordinator  
Tricia Ferguson, Manager of Human Resources and Risk Management  
Henry Graumlich, Executive Strategist  
J'maal Holts, Construction Inspector  
Wes Richardson, Manager of Information Technology  
Cesar Romero, Senior Project Manager  
Greg Sabbe, Construction Inspector  
Steve Sabbe, IT Specialist  
Dan Smith, Manager of Finance  
Shawn Stilwell, Construction Inspector  
Nick Thompson, Construction Inspector  
Kara Wade, Clerk of the Board

Staff Participating via  
Videoconference:

Charlotte Holifield, Manager of External Affairs  
Jennifer Lancaster, Manager of Water Resources  
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. PRESENTATION**

### **A. Presentation of the Clair A. Hill Award for the Calleguas-LVMWD Interconnection**

The Manager of Engineering presented the Clair A. Hill Award, which Calleguas received in partnership with Las Virgenes Municipal Water District at the 2025 Spring Association of California Water Agencies Conference, for the innovative Calleguas-LVMWD Interconnection. He thanked the following staff for their hard work and dedication to this project: Cesar Romero, P.E., Senior Project Manager; Tim Powers, Senior Project Manager; Greg Sabbe, Construction Inspector; J'maal Holts, Construction Inspector; Nick Thompson, Electrical Construction Inspector; Steve Lazar, Construction Inspector; Shawn Stilwell, Construction Inspector; Genet Zimmerman, Engineering Administrator; and Megan Neilson, Administrative Assistant. He also thanked the Water Resources and Operations and Maintenance Departments.

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

None

## **5. CONSENT CALENDAR**

### **A. Approve the Minutes of the May 7, 2025 Regular Board Meeting**

### **B. Approve Professional Services by Water Systems Consulting, Inc. in the Amount of \$120,000 to Prepare the 2025 Urban Water Management Plan and Water Shortage Contingency Plan Updates**

### **C. Approve Professional Services by Nigro & Nigro, PC, Certified Public Accountants, in the Amount of \$91,500 to Perform the District's Annual Audit and Prepare the District's Financial Statements for a Three-Year Period**

### **D. Award the Letter of Credit Agreement to Wells Fargo Bank and Authorize the General Manager to Execute All Documents Related to the Agreement**

On a motion by Director Pakala, seconded by Director Robert, the Board of Directors voted 5-0 to approve the Consent Calendar, with the following revised action for 5C (*italics reflects new text*): "Approve Professional Services by Nigro & Nigro, PC, Certified Public Accountants, in the amount of \$91,500 to perform the District's Annual Audit and prepare the District's Financial Statements for a three-year period *with use of a new partner and senior manager for audit oversight to comply with recommended practices of both the Government Finance Officers Association and the State Controller's Office.*"

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

NOES: None

## 6. ACTION ITEMS

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. April 2025 Water Use and Sales, March 2025 Power Generation, and April 2025 Investment Summary Reports – Dan Smith, Manager of Finance

The Manager of Finance presented the report.

2. General Manager's Goals for the Next Year – Kristine McCaffrey, General Manager

The General Manager presented her goals for the next year.

### B. GENERAL COUNSEL REPORT

1. General Counsel's Report

Legal Counsel reported that he attended the ACWA Conference Legal Affairs Committee meeting as Calleguas's appointed representative. He agreed to participate in a working group focused on limiting potential liability of water districts for inverse condemnation after a wildfire.

## 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 said he attended the ACWA Region 8 Board of Directors meeting where the Chair introduced Director McMillan as a new board member on the Region 8 Board, representing Metropolitan. He said that there will be a joint event for Regions 8, 9, and 10 on November 14.

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

Director Quady said that he attended the ACWA JPIA Membership Summit on May 12-13. He said that there will be increases in rates for liability and property insurance and a decrease in rates for workers' compensation insurance. Medical insurance rates are anticipated to increase. The California Water Insurance Fund (CWIF) has continued to contribute positively to ACWA JPIA's financial position since its inception.

Director Avila suggested that Calleguas explore the possibility of discounted gym memberships as an employee benefit to improve overall health through preventative care and increased morale.

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

No report.

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

No report.

e. Report of Metropolitan Water District Director

Director McMillan referenced her written report on the Metropolitan meetings she attended from May 8 to 21. Director McMillan's report is attached and made part of the approved minutes on file with the District.

f. Report of Ventura LAFCo Commissioner

Director Avila said that he attended the meeting on May 21. LAFCo approved the Municipal Service Review and sphere of influence for Channel Islands Beach Community Services District.

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

The General Manager mentioned that, on May 22, there will be an AWA WaterWise meeting and then a purveyor meeting shortly afterwards, both hosted by Calleguas. On June 2, there will be an Engineering and Construction Committee meeting. On June 3, there will be an Operations and Organization Committee meeting. On September 17, there will be a Board Retreat and Board Meeting, with the location to be determined.

5. Request for Future Agenda Items

The General Manager stated that Director Quady had requested that his nomination for the Region 8 Board be agendaized for the June 4 Board meeting. Director Pakala proposed changes to the agenda structure, as follows:

- Adding Review of the Agenda after Public Comments to discuss the need to postpone or delete any items or take any items out of order.
- Moving Request for Future Agenda Items from under Board Reports into its own category.
- Adding Board Comments for Board announcements that do not fall into any other part of the Agenda.

The Board decided to incorporate these proposed changes into the June 4 agenda as a pilot.

## **8. INFORMATION ITEMS**

None

## **9. CLOSED SESSION**

- A. Pursuant to Government Code 54957(a) Conference with Legal Counsel – Public Services or Facilities

At 5:23 p.m., Director Avila adjourned to Closed Session to discuss Item 9.A as stated on the agenda. Closed Session began at 5:31 p.m.

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### **CLOSED SESSION CONTINUING**

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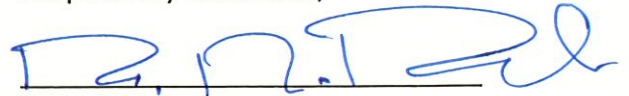
At 5:58 p.m., Closed Session ended. At 6:01 p.m., Director Avila reconvened to Open Session.

Regarding Item 9.A, the Board received an update and no action was taken.

## 10. ADJOURNMENT

Director Avila declared the meeting adjourned at 6:01 p.m.

Respectfully submitted,



Reddy Pakala, Board Secretary

**CMWD Board of Director Activity Report  
for Director Jacquelyn McMillan from May 22 to June 4, 2025**

**Calleguas MWD (CMWD) Related Activities**

May 30 – Cybersecurity Training on “Deepfake”

June 4 – CMWD Board Meeting at headquarters in Thousand Oaks

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

May 23 – Preparation Call for upcoming Sacramento visits

May 26 & 27 – MWD Committees and Special Meetings: Subcommittee on Long-Term Regional Planning Processes, Business Modeling and Special Joint Meeting of the Executive Committee and Board of Directors, and Subcommittee on Imported Water

May 28 – Sacramento Legislative visits, including elected officials or staff with the offices of Senators Henry Stern and Monique Limon and Assemblymembers Jacqui Irwin and Steve Bennett.

May 30 – Sacramento Legislative visits debriefing

June 2 & 3 – Special Organization, Personnel and Effectiveness Committee to select firm to recruit new General Manager.