

CALLEGUAS MUNICIPAL WATER DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING
January 8, 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 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 Thibault Robert, Director Reddy Pakala, Director
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Director Present via Videoconference:	Jacquelyn McMillan, Treasurer Director McMillan participated remotely in accordance with the "just cause" requirements of Government Code Section 54953(j)(2)(B). This is her first use of "just cause" for calendar year 2025.
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Staff Present at District Headquarters:	Kristine McCaffrey, 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 Henry Graumlich, Executive Strategist Charlotte Holifield, Manager of External Affairs Jennifer Lancaster, Manager of Water Resources Megan Neilson, Administrative Assistant Wes Richardson, Manager of Information Technology Steve Sabbe, IT Specialist Dan Smith, Manager of Finance Kara Wade, Clerk of the Board
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Staff Present via Videoconference:	Ian Prichard, Deputy General Manager Kayde Maddox, Administrative Assistant
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Legal Counsel Present at District Headquarters: Walter Wendelstein, Wendelstein Law Group, PC, District Counsel

2. PUBLIC COMMENTS

None

3. PRESENTATIONS

A. Presentation of Association of California Water Agencies Joint Powers Insurance Authority President's Special Recognition Award

The Manager of Human Resources and Risk Management presented the Board with the Association of California Water Agencies Joint Powers Insurance Authority President's Special Recognition Award in the Liability, Property, and Workers' Compensation Programs. President Quady expressed his appreciation for staff whose hard work resulted in this recognition.

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

Due to the emergency wind event occurring within the Calleguas service area after the agenda had been finalized, creating an emergency condition (Government Code 54956.5), the Board requested that an update be added to the agenda.

On a motion by Director Robert, seconded by Director Avila, the Board of Directors voted 5-0 to approve the addition of an emergency wind event update to the agenda.

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

NOES: None

An update on the District's response to the emergency wind event was provided by the General Manager and the Manager of Operations and Maintenance.

5. CONSENT CALENDAR

A. Approve the Minutes of the December 18, 2024 Special Board Meeting

B. Receive and Affirm the Payment Register for the District's Activities from November 26, 2024 to December 30, 2024

- C. Approve Capital Project Budget Allocation in the Amount of \$340,000 and Approve Professional Services by MKN & Associates in the Amount of \$214,067 to Perform Design Phase Engineering Services for the Fairview Well Rehabilitation (Project No. 589)

Item 5C was withdrawn by staff.

- D. Adopt Resolution No. 2101, Approving the Plans and Specifications and Calling for Bids for Networking Center Relocation and Administration Building Storage Room Addition (Project No. 620)

The Manager of Engineering gave a brief presentation on the project and the Board asked questions. He and the General Manager addressed questions from the Board.

- E. Adopt Updated District Legislative Priorities Policy
- F. Receive and Affirm the Annual Comprehensive Financial Report of Calleguas Municipal Water District for the Fiscal Year Ended June 30, 2024

On a motion by Director Avila, seconded by Director Robert, the Board of Directors voted 5-0 to approve Consent Calendar Items B, D, E, and F and 4-0-1 to approve Consent Calendar Item A.

AYES: Directors Pakala, Robert, McMillan, Avila, Quady (Items B, D, E and F)

NOES: None

ABSTAIN: Director Pakala (Item 5A)

6. ACTION ITEMS

- A. Discussion Regarding Board Officer Positions – Kristine McCaffrey, General Manager

After extensive Board discussion, the following slate of officers was proposed:

Raul Avila, President

Scott Quady, Vice-President

Thibault Robert, Secretary

Jacquelyn McMillan, Treasurer

Reddy Pakala, Director

On a motion by Director Pakala, seconded by Director Robert, the Board of Directors voted 5-0 to approve the slate of officers.

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

NOES: None

- B. Discussion Regarding Ad Hoc Committee on Employee Housing – Kristine McCaffrey, General Manager

On a motion by Director Pakala, seconded by Director Robert, the Board of Directors voted 5-0 to approve Director Robert as Chair, Director Avila as Member, and Director Pakala as Alternate for the Ad Hoc Committee on Employee Housing.

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

NOES: 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.

2. OceanWell Update – Ian Prichard, Deputy General Manager

The Deputy General Manager presented an overview of the OceanWell seawater desalination technology and Calleguas's participation in Las Virgenes Municipal Water District's efforts to evaluate and test the technology, as well as investigate conveyance infrastructure opportunities.

3. November 2024 Financial Report – Dan Smith, Manager of Finance

The Manager of Finance presented the report.

B. GENERAL COUNSEL REPORT

1. General Counsel's Report

General Counsel stated the legal summary for fourth quarter 2024 is forthcoming.

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

No report.

b. Report of ACWA Joint Powers Insurance Authority Representative

No report.

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 referenced her written report on the Metropolitan meetings she attended from December 19 to January 8. 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.

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 several upcoming meetings:

- January 16 AWA WaterWise – This meeting will be in-person only.
- January 22 Board Meeting – The potential to reschedule the meeting to 5:00 p.m. was discussed. (Subsequent to the Board meeting, the 4:00 p.m. start time was confirmed.)
- February 25 - 27 ACWA DC Conference – Directors Avila, Quady, and Robert expressed their interest in attending, with the attendance of Directors Pakala and McMillan to be determined following the Board meeting.

4. Request for Future Agenda Items

None

8. INFORMATION ITEMS

None

9. CLOSED SESSION

None

10. ADJOURNMENT

Director Quady declared the meeting adjourned at 5:51 p.m.

Respectfully submitted,



Thibault Robert, Board Secretary

**CMWD Board of Director Activity Report
for Director Jacquelyn McMillan from December 19, 2024 to January 8, 2025**

Calleguas MWD Related Activities

December 19 -- Cyber Training "Physical Security."

December 28 – CSDA Training "Connecting to Enhance Performance Management" and "California Public Records Act 2024 Update" (3 hours)

January 8 – CMWD Board

Metropolitan Water District of Southern California (MWD) Related Activities

December 21 through 24 – MWD Cyber Training (17 classes)

January 6 – Ad Hoc Committee on Bay Delta