

CALLEGUAS MUNICIPAL WATER DISTRICT
BOARD OF DIRECTORS MEETING
September 3, 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 Jacquelyn McMillan, Treasurer Scott Quady, Director
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Staff Present at District Headquarters:	Kristine McCaffrey, General Manager Ian Prichard, Deputy General Manager Fernando Baez, Manager of Engineering Daniel Cohen, Emergency Response Coordinator Kat Ehret, Management Analyst Tricia Ferguson, Manager of Human Resources and Risk Management Ronnie Flores, Senior Maintenance Crew Leader, Painting & Coatings Matt Gomez, System Maintenance Supervisor Henry Graumlich, Executive Strategist David Hernandez, Assistant Operations Supervisor Charlotte Holifield, Manager of External Affairs Jennifer Lancaster, Manager of Water Resources Chris Naster, Cross Connection Control Specialist Steve Sabbe, IT Specialist Wes Richardson, Manager of Information Technology Dan Smith, Manager of Finance Jenyffer Vasquez, Principal Water Resources Specialist Kara Wade, Clerk of the Board
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Staff Participating via
Videoconference:

Megan Schneider, Senior Communications Specialist
Kayde Maddox, Senior Administrative Assistant
Sue Taylor, Accounting Supervisor

Legal Counsel Present at
District Headquarters:

Walter Wendelstein, Wendelstein Law Group, PC, District
Counsel

2. PUBLIC COMMENTS

None

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

None

4. REVIEW OF THE AGENDA

None

5. PRESENTATIONS

- a. Presentation of California Special Districts Association Award for Exceptional Public Outreach (Large District) – Charlotte Holifield, Manager of External Affairs

The Manager of External Affairs presented the award to the Board. The award was received for “Ventura County Mountain Fire Rapid Response for providing timely and accurate information to the community and serving as a resource during an emergency.”

6. CONSENT CALENDAR

- A. Receive and Affirm the Payment Register for the District’s Activities from July 29, 2025 to August 21, 2025

On a motion by Director Pakala, seconded by Director Quady, the Board of Directors voted 5-0 to approve the Consent Calendar.

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

NOES: None

7. ACTION ITEMS

None

8. REPORTS

A. GENERAL MANAGER AND STAFF REPORTS

1. Monthly Status Report

Staff highlighted five items from the Monthly Status Report. The Board asked questions and staff answered them.

2. State and Federal Legislative Update – Charlotte Holifield, Manager of External Affairs

The Manager of External Affairs presented the report. The Board asked questions and staff answered them.

3. FY 2024-2025 Conservation and Water Use Efficiency Programs Recap – Jenyffer Vasquez, Principal Water Resources Specialist

The Principal Water Resources Specialist presented the report. The Board asked questions and staff answered them.

B. GENERAL COUNSEL REPORT

None

C. BOARD OF DIRECTORS REPORTS

1. Committee Meeting Reports

None

2. Board Member Reports on Ancillary Duties

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

Director Avila said he attended the planning committee meeting for the Annual Member & Policymakers' Reception at the Ronald Reagan Presidential Library.

- 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 August 28 to September 3. Director McMillan's report is attached and made part of the approved minutes on file with the District.

- 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

Director Robert reported that he attended the meeting on September 2. It was hosted by Calleguas and General Manager Kristine McCaffrey was the speaker. The group went on a tour of Lake Bard and the Lake Bard Water Filtration Plant.

3. Directors' List of Administrative Code Reimbursable Meetings Other than Ancillary Duties

Board members provided reports on various meetings that they attended that are subject to the District's reimbursement policy.

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

The General Manager noted that the next Special Board Meeting will be on September 17 at Oak Park Community Center. The Board meeting will consist of a leadership retreat followed by essential Board business. This meeting will be in-person only.

9. REQUEST FOR FUTURE AGENDA ITEMS

None

10. BOARD COMMENTS

None

11. INFORMATION ITEMS

A. Calleguas Careers in Water Flyer

B. Coalition Support Letter to President pro Tempore Mike McGuire, Senator Scott Wiener, Senator Benjamin Allen, Speaker Robert Rivas, Assemblymember Jesse Gabriel, and Assemblymember Steve Bennett, re: Proposition 4 Implementation – August 20, 2025.

12. CLOSED SESSION

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

At 5:53 p.m., Director Avila adjourned to Closed Session to discuss Item 12.A as stated on the agenda. Closed Session began at 6:03 p.m.

CLOSED SESSION CONTINUING

At 6:36 p.m., Closed Session ended. At 6:37 p.m., Director Avila reconvened to Open Session.

Regarding Item 12.A, the Board received an update from Counsel and no action was taken.

13. ADJOURNMENT

Director Avila declared the meeting adjourned at 6:38 p.m.

Hereby certified,



Reddy Pakala, Board Secretary

**CMWD Board of Director Activity Report
for Director Jacquelyn McMillan from August 28 to September 3, 2025**

Calleguas MWD (CMWD) Related Activities

August 28 – CMWD Purveyor's Meeting at CMWD Headquarters

August 29 – "Everything DiSC Workplace Profile assessment online.

August 30 – CSDA Training "Developing and Updating Comprehensive Emergency Operations Plans for Special Districts"

September 2 – VCSDA Meeting at CMWD Headquarters.

September 3 – CMWD Board Meeting at CMWD Headquarters

Metropolitan Water District of Southern California (MWD)

September 2 – Legal and Claims Planning Meeting via Zoom

September 3 – MWD Weekly Legislative Updates via Zoom

