

CALLEGUAS MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
December 17, 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
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Directors Participating via Videoconference:	Jacquelyn McMillan, Treasurer
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Director Absent:	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 Omar Castro, Manager of Operations and Maintenance Kat Ehret, Senior Communications Specialist Tricia Ferguson, Manager of Human Resources and Risk Management Matt Gomez, System Maintenance Supervisor Henry Graumlich, Executive Strategist Charlotte Holifield, Manager of External Affairs Amy Kou, GIS Analyst Jennifer Lancaster, Manager of Water Resources Megan Neilson, Senior Administrative Assistant Wes Richardson, Manager of Information Technology Cesar Romero, Senior Project Manager Steve Sabbe, IT Specialist Dan Smith, Manager of Finance Kara Wade, Clerk of the Board
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Staff Participating via Videoconference: 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**

Director Avila requested that Item 8.A.5 be moved ahead of Presentations.

## **8. REPORTS**

### **A. GENERAL MANAGER AND STAFF REPORTS**

#### **5. Introduction of Calleguas Challenge Coin – Kat Ehret, Senior Communications Specialist**

The Senior Communications Specialist introduced the Calleguas Challenge Coin and explained its significance to the agency. She presented each Director with a coin and provided them with additional coins to award to individuals they determine should receive one.

## **5. PRESENTATIONS**

### **A. Five Year Service Recognition for Director Avila**

Director Robert presented Director Avila his five-year service recognition pin.

### **B. Presentation of American Society of Civil Engineers (ASCE) Santa Barbara/Ventura Branch Project of the Year Award to the Calleguas-LVMWD Interconnection**

Sam Potts, President of the Santa Barbara/Ventura Branch of ASCE, presented the Project of the Year Award to Calleguas for the Calleguas-LVMWD Interconnection.

- C. Presentation of the ASCE Santa Barbara/Ventura Branch Professional of the Year Award to Senior Project Manager Cesar Romero, P.E.

Sam Potts, President of the Santa Barbara/Ventura Branch of ASCE, presented the Professional of the Year Award to Senior Project Manager Cesar Romero, P.E. Director Avila presented Cesar Romero with the first Calleguas challenge coin.

- D. Introduction of New GIS Analyst Amy Kou

The Manager of Information and Technology introduced the GIS Analyst.

## 6. CONSENT CALENDAR

- A. Approve the Minutes of the November 19, 2025 Board Meeting
- B. Receive and Affirm the Payment Register for the District's Activities from November 6, 2025 to December 3, 2025
- C. Receive and Affirm the Quarterly Consultant Report for the District's Activities through September 30, 2025
- D. Approve Capital Project Budget Allocation in the Amount of \$115,000 and Approve Professional Services by MKN & Associates in the Amount of \$108,055 to Perform Design Phase Engineering Services for the April 85, LLC (Marz Farms) SMP Discharge Station (Project No. 625)

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

AYES: Directors McMillan, Pakala, Robert, Avila

NOES: None

ABSENT: Director Quady

## 7. ACTION ITEMS

None

*President Avila requested a short break of the meeting.*

## 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. Update Regarding Potential Changes to the Board of Directors' Medical Benefits – Dan Smith, Manager of Finance, and Tricia Ferguson, Manager of Human Resources and Risk Management

The Manager of Finance and the Manager of Human Resources and Risk Management presented the report.

#### 3. October 2025 Financial Statements – Dan Smith, Manager of Finance

The Manager of Finance presented the report.

#### 4. November 2025 Water Use and Sales, October 2025 Hydro Power Generation, November 2025 Investment Summary Reports – Dan Smith, Manager of Finance

The Manager of Finance presented the report.

### B. GENERAL COUNSEL REPORT

#### 1. General Counsel's Report

No report.

### C. BOARD OF DIRECTORS REPORTS

#### 1. Committee Meeting Report

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

No report.

### d. Report of Fox Canyon Groundwater Management Agency Representative

Director Pakala said he attended the December 12 Watermaster meeting.

### e. Report of Metropolitan Water District Director

Director McMillan provided a written report on the Metropolitan meetings she attended from November 20 to December 17. 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 (VCSDA) Representative

No report.

2. 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.

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

The General Manager noted that registration for the Association of California Water Agencies (ACWA) DC Conference is now open and that Directors should let the Clerk of the Board know if they would like to attend.

The General Manager said that an Engineering and Construction Committee meeting needs to be scheduled.

Director Avila announced that he was nominated as chair of the ACWA Local Government Committee and to the ACWA Board of Directors.

**9. REQUEST FOR FUTURE AGENDA ITEMS**

Director Pakala requested a future committee meeting to discuss power costs and potential opportunities for efficiency.

The General Manager said there will be a future agenda item to further discuss options for Board medical benefits.

**10. BOARD COMMENTS**

Director Pakala noted he has served on the Calleguas Board for one year. He shared that he is pleased to be on the Board and looks forward to the future. Fellow Board members expressed their appreciation for his service, noting that he has brought a valuable new perspective since joining the Board.

**11. INFORMATION ITEMS**

None

## 12. CLOSED SESSION

- A. Pursuant to Government Code 54956.9(d)(2) Conference with Legal Counsel – Anticipated Litigation – two cases.

At 5:45 p.m., Director Avila adjourned to Closed Session to discuss Item 12.A as stated on the agenda. Closed Session began at 5:53 p.m.

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### CLOSED SESSION CONTINUING

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At 6:35 p.m., Closed Session ended. At 6:39 p.m., Director Avila reconvened to Open Session.

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

## 13. ADJOURNMENT

Director Avila declared the meeting adjourned at 6:39 p.m.

Hereby certified,



Reddy Pakala, Board Secretary

**CMWD Board of Director Activity Report  
for Director Jacquelyn McMillan from November 20 to December 17, 2025**

**Calleguas MWD (CMWD) Related Activities**

Activities for CMWD between November 20 and December 10 provided on previous report.  
December 17 – Board Meeting via Teleconference

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

November 22 — SCWD Webinar “Emphasis on Innovation”

November 23 — SCWD Webinar “Southern California Water Storage”

December 6 through 11 — COGEL Conference at the Atlanta Marriott Marquis

December 12 – Delta Conveyance Design and Construction Authority Board Meeting via Zoom.

December 15 through 17 – Colorado River Water Association’s Annual Conference at the Las Vegas Resort in Las Vegas, Nevada.