

CALLEGUAS MUNICIPAL WATER DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING  
January 24, 2024

**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 5:00 p.m.

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

Directors Present at District Headquarters: Scott Quady, President  
Andy Waters, Vice-President  
Raul Avila, Secretary  
Thibault Robert, Director

Director via Videoconference: Jacquelyn McMillan, Treasurer  
At the start of the meeting, Director McMillan notified the Board of her need to participate remotely for “just cause” pursuant to Government Code 54953(f)(2)(A)(i) and provided a general description of the circumstances establishing that need. This meeting is Director McMillan’s first use of the “just cause” videoconference exception for the 2024 calendar year.

Staff Present at District Headquarters: Kristine McCaffrey, Deputy General Manager  
Fernando Baez, Manager of Engineering  
Grant Burton, Manager of Human Resources and Risk Management  
Tricia Ferguson, Assistant Manager of Human Resources and Risk Management  
Henry Graumlich, Associate General Manager – Water Policy and Strategy  
Charlotte Holifield, Government Relations Supervisor/Public Information Officer  
Jennifer Lancaster, Manager of Water Resources  
James Mojica, IT Specialist  
Rob Peters, Manager of Operations and Maintenance  
Ian Prichard, Associate General Manager – Strategic Policy Implementation  
Wes Richardson, Manager of Information Technology  
Dan Smith, Manager of Finance

Jenyffer Vasquez, Principal Water Resources Specialist  
Kara Wade, Clerk of the Board

Staff Present via Videoconference: Kayde Wade, Administrative Assistant

Legal Counsel Present at District Headquarters: Walter Wendelstein, Wendelstein Law Group, PC, District Counsel

## 2. PUBLIC COMMENTS

None

## 3. PRESENTATION

- A. Introduction of new Calleguas employee Jenyffer Vasquez, Principal Water Resource Specialist

The Manager of Water Resources introduced Jenyffer Vasquez as Calleguas' Principal Water Resources Specialist and said that she has been in the water industry for ten years, most recently at West Basin Municipal Water District. The Board and staff welcomed her.

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

None

## 5. CONSENT CALENDAR

- A. Approve the Minutes of the January 03, 2024 Regular Board Meeting

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

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

NOES: None

Director Quady said that item 5B would be moved to 6A on the Agenda

## 6. ACTION ITEMS

- A. Approve a revision to Administrative Code section 2.13.2 to change the start time of regular Board Meetings to 4:00 p.m.

There was a discussion among the Board Members regarding staff staying late in the day, and concerns regarding the public being able to attend the meetings in person if the time was moved to 4:00 p.m. It was also discussed that the recording of Board meetings would make the meetings accessible to the public to review at their convenience.

On a motion by Director Avila, seconded by Director McMillan, the Board of Directors voted 5-0 to revise Administrative Code section 2.13.2 to change the start time of regular Board Meetings to 4:00 p.m. and to record meetings and make the recordings publicly available.

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

NOES: None

## 7. REPORTS

### A. GENERAL MANAGER AND STAFF REPORTS

1. General Manager's Report

The Deputy General Manager reported on meetings attended and matters of interest to the Board of Directors.

2. December 2023 Water Use and Sales, November 2023 Power Generation, and December 2023 Investment Summary Reports – Dan Smith, Manager of Finance

The Manager of Finance presented the reports and responded to questions from the Board.

3. Imported Water Supply Conditions Report – Jennifer Lancaster, Manager of Water Resources

The Manager of Water Resources said that the Imported Water Supply Conditions Report continues to indicate good reservoir storage conditions. There is expected to be above normal precipitation over the next 10 days. The snowpack in the Northern Sierras is 62% of normal for this time of the year.

4. "Zero Flow Event" and Santa Susana Tunnel Inspection – Rob Peters, Manager of Operations & Maintenance, and Fernando Baez, Manager of Engineering

The Manager of Operations and Maintenance and the Manager of Engineering gave a joint presentation discussing the Zero Flow Event and Santa Susana Tunnel inspection. They reported that the Zero Flow Event was successful, and operation of the Santa Susana Tunnel resumed ahead of schedule.

## B. GENERAL COUNSEL REPORT

1. General Counsel's Report

District Counsel reported on the opt out notices regarding the per- and polyfluoroalkyl Substances (PFAs) settlements with Dupont and 3M. He received confirmation that the Dupont notice was received and is awaiting confirmation on the 3M notice.

## C. BOARD OF DIRECTORS REPORTS

1. 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

On January 11, Director Quady attended the Region 8 board meeting. A survey will be sent to Region 8 ACWA members to solicit input on upcoming activities.

- 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 that he attended the AWA Board Meeting on January 4. The topics of discussion were budget committees and appointments and an Admin Ad hoc committee. He attended the Water Issues meeting where there was a discussion on the county water system inventory. On January 18 he attended the Waterwise meeting. A presentation "From Triple Dip La Niña to Strong El Niño" was given by John Dumas, Science Operations

Officer at the National Weather Service. He will be attending an Administration Review meeting on January 29.

- d. Report of Fox Canyon Groundwater Management Agency Representative

Director Avila said that he attended the Las Posas Groundwater Basin Policy Advisory Committee Meeting on January 12. He mentioned that the issues discussed included staffing needs and the need for potential projects to achieve basin sustainability.

- e. Report of Metropolitan Water District Director

Director McMillan referenced her written report on the Metropolitan meetings she attended from January 4 to 24. She noted that on January 16-18 she participated in a Southern California facilities tour for a delegation of Bay Delta Supervisors. She said that all sides seek to find common ground and partnership opportunities, and that it was an historic moment in Northern California and Southern California relations. 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

4. Request for Future Agenda Items

None

## 8. INFORMATION ITEMS

### A. WRITTEN COMMUNICATION

## 9. CLOSED SESSION

- A. Pursuant to Government Code Section 54957.6 (conference with labor negotiator) Agency designated representative: Grant Burton, Manager of Human Resources and Risk Management  
Unrepresented employee: General Manager

At 6:03 p.m., Director Quady adjourned to Closed Session to discuss Item 9A as stated on the agenda. Closed Session began at 6:08 p.m.

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### CLOSED SESSION CONTINUING

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At 6:44 p.m., Director Quady reconvened to Open Session.

Regarding 9A, President Quady stated that, in tonight's closed session, the Board determined to discontinue the employment of General Manager Tony Goff. The termination of employment is not for cause and the Board thanked Mr. Goff for his three decades of exemplary service. Instructions were given to the Manager of Human Resources and Risk Management to negotiate a Severance and Release Agreement with Tony Goff within parameters specified by the Board and consistent with the existing General Manager Employment Agreement. The Board gave President Quady authority to execute the agreement.

The Board also determined, in order to preserve stability and maintain the forward momentum initiated by Mr. Goff, to forego a recruitment to replace Mr. Goff and instead to offer a promotion to that position to Deputy General Manager Kristine McCaffrey. Negotiation instructions and parameters were given to the Manager of Human Resources and Risk Management regarding an employment agreement with Ms. McCaffrey. The Board gave President Quady authority to execute the agreement.

**10. ADJOURNMENT**

Director Quady declared the meeting adjourned at 6:46 p.m.

Respectfully submitted,



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Raul Avila, Board Secretary

