

CALLEGUAS MUNICIPAL WATER DISTRICT

2100 Olsen Road, Thousand Oaks, California 91360

www.calleguas.com

Written communications from the public must be received by 8:30 a.m. on the Thursday preceding a regular Board meeting in order to be included on the agenda and considered by the Board at that meeting. Government Code Section 54954.2 prohibits the Board from taking action on items not posted on the agenda except as provided in Subsection 54954.2(b).

SPECIAL BOARD OF DIRECTORS MEETING

December 18, 2024, 5:00 p.m.

AGENDA

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

BOARD OF DIRECTORS

Scott H. Quady, President

Andy Waters, Vice-President

Raul Avila, Secretary

Jacquelyn McMillan, Treasurer

Thibault Robert, Director

2. PUBLIC COMMENTS

This portion of the agenda may be utilized by any member of the public to address the Board of Directors on any matter within the jurisdiction of the Board that does not appear on the agenda and on matters that are on the agenda but are not designated as action items.

Depending on the subject matter, the Board of Directors may be unable to respond at this time, or until the specific topic is placed on the agenda at a future CMWD Board Meeting, in accordance with the Ralph M. Brown Act. Please limit remarks to three minutes.

To participate:

https://us06web.zoom.us/j/84561392448?pwd=H99iPlpQqxn_tyHwp4l9crNoDyA5og.9Lxwf-xOnu0Y39_z

Phone # +1 (720) 707-2699 *825427# (Denver)

Webinar ID: 845 6139 2448

Passcode: 930807

3. PRESENTATIONS

- A. Recognition of Director Andy Waters for 12 Years of Service
- B. Recognition of Retirement of Manager of Human Resources and Risk Management Grant Burton
- C. Introduction of new Management Analyst Kat Ehret

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

Consideration of any items that require addition to the agenda due to the existence of an emergency situation, the need to take immediate action, and requests for remote participation due to emergency circumstances.

5. CONSENT CALENDAR

Consent Calendar items are to be approved or accepted by vote on one motion unless a Board member requests separate consideration. If any Board member requests that an item be removed from the Consent Calendar for further discussion, it will be moved to the first item on the Action Items portion of the Agenda.

- A. Approve the Minutes of the November 6, 2024 Regular Board Meeting
- B. Receive and Affirm the Payment Register for the District's Activities from October 29, 2024 to November 25, 2024
- C. Adopt the District's Investment Policy
- D. Receive and Affirm the Quarterly Consultant Contract Reports for the District's Contracted Activities through September 30, 2024
- E. Receive and Affirm the Quarterly Capital Projects Report for the District's Activities through September 30, 2024
- F. Adopt the 2024 Strategic Communications Plan
- G. Adopt Proposed Changes to the District's Administrative Code
- H. Receive and Affirm End-of-Year Legislative Report
- I. Approve New Capital Project April 85, LLC (Marz Farms) SMP Discharge Station (Project No. 625); Approve Capital Project Budget Allocation in the Amount Of \$51,000; and

Authorize the General Manger to Sign the Agreement for Construction and Use of Salinity Management Pipeline Discharge Service Connection

6. ACTION ITEMS

Action Items call for separate discussion and action by the Board for each agendized topic.

- A. Discussion Regarding Employee Cost of Living Adjustment and Revised Salary Schedule
- B. Discussion regarding Reverse Cyclic Program Agreement between Metropolitan Water District of Southern California and Calleguas

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. Monthly Status Report
- 2. October & November 2024 Water Use and Sales, October 2024 Power Generation, and October and November 2024 Investment Summary Reports – Dan Smith, Manager of Finance
- 3. October 2024 Financial Statements – Dan Smith, Manager of Finance
- 4. Report on Refinancing of 2010B Bonds (Build America Bonds) – Dan Smith, Manager of Finance
- 5. Presentation on the Potential for Remodeling of Staff Housing at Lake Bard – Fernando Baez, Manager of Engineering

B. GENERAL COUNSEL REPORT

- 1. General Counsel's Report

C. BOARD OF DIRECTORS REPORTS

- 1. Committee Meeting Report

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
- b. Report of ACWA Joint Powers Insurance Authority Representative
- c. Report of Association of Water Agencies of Ventura County Representative
- d. Report of Fox Canyon Groundwater Management Agency Representative
- e. Report of Metropolitan Water District Director
- f. Report of Ventura LAFCo Commissioner
- g. Report of Ventura County Regional Energy Alliance Representative
- h. Report of Ventura County Special Districts Association Representative

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.

- 3. Discussion regarding upcoming meetings to be attended by Board members
- 4. Request for Future Agenda Items

8. INFORMATION ITEMS

A. WRITTEN COMMUNICATION

- 1. Letter from City of Camarillo regarding support for Delta Conveyance Project funding at upcoming Metropolitan Water District of Southern California Committee and Board meetings

2. Letter from City of Thousand Oaks regarding support for Delta Conveyance Project funding at upcoming Metropolitan Water District of Southern California Committee and Board meetings
3. Letter from Greater Conejo Valley Chamber of Commerce regarding support for Delta Conveyance Project funding at upcoming Metropolitan Water District of Southern California Committee and Board meetings

9. CLOSED SESSION

10. OATHS OF OFFICE FOR DIVISION 1, 2, AND 3 DIRECTORS

11. ADJOURNMENT to Special Board Meeting January 8, 2025 at 4:00 p.m.

Note: Calleguas Municipal Water District conducts in-person meetings in accordance with the Brown Act. The District has also established alternative methods of participation which permit members of the public to observe and address public meetings telephonically and/or electronically. These methods of participation can be accessed through the internet link provided at the top of this agenda.

In addition to the above referenced methods of participation, members of the public may also participate by submitting comments by email to info@calleguas.com by 5:00 p.m. on the calendar day prior to the public meeting. Email headers should refer to the Board meeting for which comments are offered. Comments received will be placed into the record and distributed appropriately.

Agendas, agenda packets, and additional materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available on the District website at www.calleguas.com.

Pursuant to Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and applicable federal rules and regulations, requests for disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the Secretary to the Board in advance of the meeting to ensure the availability of the requested service or accommodation. Notices, agendas, and public documents related to the Board meetings can be made available in appropriate alternative format upon request.

CALLEGUAS MUNICIPAL WATER DISTRICT
BOARD OF DIRECTORS MEETING
November 6, 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 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
Jacquelyn McMillan, Treasurer
Thibault Robert, Director

Director Absent: Andy Waters, Vice-President

Staff Present at District Headquarters:
Kristine McCaffrey, General Manager
Ian Prichard, Deputy General Manager
Patrick Augusta, Sr. Electromechanical Technician
Fernando Baez, Manager of Engineering
Grant Burton, Manager of Human Resources and Risk Management
Omar Castro, Manager of Operations and Maintenance
Tricia Ferguson, Assistant Manager of Human Resources and Risk Management
Matt Gomez, System Maintenance Supervisor
Henry Graumlich, Executive Strategist
Jennifer Lancaster, Manager of Water Resources
James Mojica, IT Specialist
Kristen Morgan, Sr. Accounting Technician
Steve Sabbe, IT Specialist
Megan Schneider, Sr. Communications Specialist
Dan Smith, Manager of Finance
Jose Tamayo, Distribution Crew Leader
Jerrad Uribe, Sr. Maintenance Crew Leader
Genet Zimmerman, Engineering Administrator

Staff Present via Videoconference: Charlotte Holifield, Manager of External Affairs
Kayde Maddox, Administrative Assistant

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

2. PUBLIC COMMENTS

None

3. PRESENTATIONS

A. Introduction of new Manager of Operations & Maintenance Omar Castro

The Deputy General Manager introduced the new Manager of Operations & Maintenance, Omar Castro. Omar comes to the District with over 30 years of experience in utility operations. Omar has T5 certification in water treatment and D5 certification in water distribution. The Board welcomed him to the District.

B. Recognition of Employees who Recently Completed Degree Programs

The Manager of Human Resources and Risk Management recognized three Calleguas employees who utilized the District's tuition reimbursement program to complete their degrees, enhance their skills, and advance their careers at the District:

- Daniel Cohen, Emergency Response Coordinator, Master's in Public Administration, California State University at Northridge
- Matt Gomez, System Maintenance Supervisor, Bachelor of Science in Business Administration with a concentration in Project Management, National University
- Kristen Morgan, Senior Accounting Technician, Bachelor of Science in Accounting, California Lutheran University

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

Due to the fact that the Mountain Fire ignited within the Calleguas service area after the agenda had been finalized, creating an emergency condition (Government Code 54956.5), the Board requested that a wildfire update be added to the agenda.

On a motion by Director Robert, seconded by Director Avila, the Board of Directors voted 4-0 to approve the addition of a Mountain Fire emergency update to the agenda.

AYES: Directors Robert, McMillan, Avila, Quady

NOES: None

ABSENT: Director Waters

An update on the District's response to the Mountain Fire was provided by the General Manager.

5. CONSENT CALENDAR

- A. Approve the Minutes of the October 16, 2024 Special Board Meeting
- B. Receive and Affirm the Payment Register for the District's Activities from September 24, 2024 to October 28, 2024
- C. Authorize the General Manager to Execute an Agreement with Stradling Yocca Carlson & Rauth to Act as Bond Counsel for the 2010B Bond Refinancing for an Amount Not to Exceed \$160,000

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

AYES: Directors Robert, McMillan, Avila, Quady

NOES: None

ABSENT: Director Waters

6. ACTION ITEMS

- A. Designate a Board Member to vote on behalf of Calleguas at the Association of California Water Agencies General Session Membership Meeting at the 2024 Fall Conference and Authorize the General Manager to Sign and Submit the Proxy Designation Form Accordingly

On a motion by Director Quady, seconded by Director Avila, the Board of Directors voted 4-0 to designate Scott Quady as the Board Member and Raul Avila as the Alternate Board Member to vote on behalf of Calleguas at the Association of California Water Agencies General Session Membership Meeting at the 2024 Fall Conference.

AYES: Directors Robert, McMillan, Avila, Quady

NOES: None

ABSENT: Director Waters

- B. Select a Candidate for Local Agency Formation Commission (LAFCo) Special District Regular Member and Authorize the Board President to Complete and Sign the LAFCo Ballot

On a motion by Director McMillan, seconded by Director Quady, the Board of Directors voted 4-0 to select Steve Huber as the candidate for LAFCo Special District Regular Member and authorize the Board President to complete and sign the LAFCo ballot.

AYES: Directors Robert, McMillan, Avila, Quady

NOES: None

ABSENT: Director Waters

- C. Adopt Resolution No. 2099, A Resolution of the Board of Directors of the Calleguas Municipal Water District Authorizing the Issuance of Not to Exceed \$72,000,000 Principal Amount of Water Revenue Refunding Bonds, Series 2024A; Authorizing and Directing Execution of an Indenture of Trust, Escrow Instructions, a Continuing Disclosure Agreement and a Bond Purchase Contract; Authorizing the Sale of Bonds; Approving an Official Statement and Providing Other Matters Properly Relating Thereto

On a motion by Director Robert, seconded by Director Avila, the Board of Directors voted 4-0 to approve Resolution No. 2099.

AYES: Directors Robert, McMillan, Avila, Quady

NOES: None

ABSENT: Director Waters

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. Preliminary June 2024 Financial Report – Dan Smith, Manager of Finance

The Manager of Finance presented the report.

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

The Manager of Finance presented the report.

4. Quarterly Investment Report (September 2024) – Dan Smith, Manager of Finance

The Manager of Finance presented the report.

5. Draft Strategic Communications Plan – Megan Schneider, Senior Communications Specialist

The Senior Communications Specialist presented the report. The Board had feedback on some of the language, which will be incorporated in the final draft to be presented to the Board at a future Board meeting.

6. New Calleguas Website Preview – Jennifer Lancaster, Manager of Water Resources

The Manager of Water Resources presented the report.

7. Third Quarter 2024 Change Order Summary Report – Fernando Baez, Manager of Engineering

The Manager of Engineering said there were no change orders this quarter.

B. GENERAL COUNSEL REPORT

1. General Counsel’s Report

None

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 October 17 to November 6. 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:

- November 20 – Joint Special Calleguas/LVMWD Board Meeting at 5:00 p.m.
- December 4 – Calleguas Board Meeting canceled due to ACWA Fall Conference
- December 10 – Purveyor Meeting will be at Calleguas Wellfield No. 2
- January 1 – Board Meeting moved to January 8 at 4:00 p.m. due to New Years Day
- January 15 – Board Meeting moved to January 22 at 4:00 p.m.

4. Request for Future Agenda Items

None

8. INFORMATION ITEMS

A. WRITTEN COMMUNICATION

1. Letter from Metropolitan Water District of Southern California Interim General Manager Deven Upadhyay to Department of Water Resources Director Karla Nemeth re: Continued Delta Conveyance Project Planning Funding, dated October 24, 2024

9. CLOSED SESSION

- A. Pursuant to Government Code 54956.9(d)(2) Conference with Legal Counsel – Anticipated Litigation - 1 case.

At 5:28 p.m., Director Quady adjourned to Closed Session to discuss Items 9.A as stated on the agenda. Closed Session began at 5:30 p.m.

CLOSED SESSION CONTINUING

At 5:36 p.m., Closed Session ended.

At 5:37 p.m., Director Quady reconvened to Open Session.

Regarding Item 9.A, the Board considered a Government Code claim in Closed Session and voted 4-0 to delegate to the Manager of Human Resources and Risk Management the authority to reject the claim in writing. The claim is available for review pursuant to the requirements of the Government Code.

10. ADJOURNMENT

Director Quady declared the meeting adjourned at 5:37 p.m.

Respectfully submitted,

Raul Avila, Board Secretary

SCOTT H. QUADY, PRESIDENT
DIVISION 2

RAUL AVILA, SECRETARY
DIVISION 1

THIBAUT ROBERT, DIRECTOR
DIVISION 4



ANDY WATERS, VICE PRESIDENT
DIVISION 3

JACQUELYN MCMILLAN, TREASURER
DIVISION 5

KRISTINE MCCAFFREY
GENERAL MANAGER

BOARD MEMORANDUM

Date: December 18, 2024

To: Board of Directors

From: Dan Smith, Manager of Finance

Subject: Item 5.B – Receive and Affirm the Payment Register for the District’s Activities from October 29, 2024 to November 25, 2024

Objective: Report to the Board all payments made by the District by check, Electronic Fund Transfer (EFT), or Automated Clearing House (ACH) payment.

Recommended Action: Receive and affirm the Payment Register for the District’s activities from October 29, 2024 to November 25, 2024.

Budget Impact: None. All items were paid in accordance with the budget.

Discussion: Once a month, staff reports to the Board all of the payments made to vendors of the District by check, EFT, or ACH. The current register covers the period from October 29, 2024 through November 25, 2024 for payments totaling \$14,405,041.55.

Attachment:
Payment Register: 10/29/24 – 11/25/24



Payment Register

10/29/2024 - 11/25/2024

Payroll Accounts

Payroll Checks/EFT Issued	826,028.67
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Operating Account

Checks Issued:	1,620,848.67
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Electronic Fund Transfers (EFT) issued:	11,958,164.21
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	Total Payments	<u>\$ 13,579,012.88</u>
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Total Checks & Electronic Fund Transfers for 10/29/2024 - 11/25/2024	<u>\$ 14,405,041.55</u>
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Payment Register

Payment Date 10/29/24 - 11/25/24

Vendor	Ck#	Pmt Date	Invoice #	Invoice Description	Invoice Amt	Proj #	Project Description
72 Mechanical Heating and Air Conditioning	26199	11/20/2024	10136	HVAC Services	750.00		
			10137	HVAC Services	900.00		
				Check# 26199 Total	1,650.00		
ACTenviro	26145	11/06/2024	590274	Hazardous Waste Disposal	7,016.73		
			591620A	Hazardous Waste Evaluation of LBWFP	7,027.00		
				Check# 26145 Total	14,043.73		
ACWA/Joint Powers Insurance	26200	11/20/2024	703945	2024-11 Dental/Vision	10,115.22		
				Check# 26200 Total	10,115.22		
	26201	11/20/2024	C037 - 2024-2025	Auto & General Liability Ins - 2024-2025	237,998.28		
				Check# 26201 Total	237,998.28		
Advanced Sanitation	26202	11/20/2024	15449	Septic Tank Service	500.00		
				Check# 26202 Total	500.00		
Aflac	26203	11/20/2024	694167	2024-11 EE Paid Ins	258.49		
				Check# 26203 Total	258.49		
Airgas USA, LLC	26204	11/20/2024	9155428192	LOX 2024-2025	4,522.97		
			9155473118	LOX 2024-2025	4,769.69		
				Check# 26204 Total	9,292.66		
All Connected	26115	10/30/2024	109024	SupportConnect - Sep 2024	13,968.44		
			109053	Disaster Recovery Services - Sep 2024	6,618.10		
			44044	Cisco Local Phone Usage Charges	125.24		
			44053	Microsoft 365 G3 GCC Licenses - 2024 Renewal	42,336.00		
				Check# 26115 Total	63,047.78		
	26165	11/13/2024	44070	Onboarding Fees for Support Connect	4,300.00		
				Check# 26165 Total	4,300.00		
All Pro Fire Protection	26166	11/13/2024	3689	First Aid Training	1,950.00		
			3690	First Aid Training	1,800.00		
				Check# 26166 Total	3,750.00		

Payment Register

Payment Date 10/29/24 - 11/25/24

Vendor	Ck#	Pmt Date	Invoice #	Invoice Description	Invoice Amt	Proj #	Project Description		
Amazon Capital Services, Inc.	26205	11/20/2024	11MN-3LVX-LWNN	Dist. Supplies	196.73				
			13Q4-FM64-MGGK	Turnout PC's Credit	(12.24)				
			141P-11KQ-JQX1	Lab Supplies	152.28				
			17G4-PJQD-KDCM	HRRM Supplies	1,041.51				
			1C6F-6JGC-NHV3	IT Peripherals	1,391.69				
			1C7X-VNNX-KC1P	Reg. Supplies	17.14				
			1DNN-1JKH-LFRW	Water Resources Supplies	69.34				
			1GKF-1LHL-NGHV	Control Supplies	826.45				
			1HDC-P6PP-MTCQ	Admin Cubicles - IT Supplies	2,106.87				
			1HFP-QTMX-KX6P	Control Supplies	137.24				
			1R4M-WMW1-NH99	Motion Sensor	33.22				
			1V1H-4JH6-NYW6	Lab Supplies	30.00				
			1VWM-9MRR-MK9G	PPE	28.07				
			1Y47-KWYR-NHQX	Dist. Maint. Supplies	66.49				
			1YP1-3MHJ-JXW4	Sys. Maint Supplies	419.10				
						Check# 26205 Total	6,503.89		
			Apollo Safety Inc.	26143	10/30/2024	917737-B	Air Monitor Equipment	37,560.57	
917793-A REV	Air Monitor Equipment	5,299.08							
				Check# 26143 Total	42,859.65				
Aquatic Bioassay	26206	11/20/2024	CMW1124.0794	Lab Services	1,045.00				
				Check# 26206 Total	1,045.00				
Association of Water Agencies-VC	26146	11/06/2024	06-15964	Water Bus Tour 2024	1,000.00				
				Check# 26146 Total	1,000.00				
			26167	11/13/2024	06-15947	CCWUC Training 10/23/24	240.00		
			06-15957	WaterWise Breakfast - 10/24/24	120.00				
				Check# 26167 Total	360.00				
AT&T	26116	10/30/2024	22417544	Signal Channels	1,623.35				
			22417907	Signal Channels	30.42				
				Check# 26116 Total	1,653.77				
	26117	10/30/2024	284857073-1024	Signal Channels	117.70				
				Check# 26117 Total	117.70				
Batteries Plus	26207	11/20/2024	P77494493	Batteries	81.08				
				Check# 26207 Total	81.08				

Payment Register

Payment Date 10/29/24 - 11/25/24

Vendor	Ck#	Pmt Date	Invoice #	Invoice Description	Invoice Amt	Proj #	Project Description
Beamex	26168	11/13/2024	3601351	Parts for Stock	2,980.00		
			3601357	Annual Calibration	2,477.00		
			3601380	CMX Professional Software License Key	690.00		
				Check# 26168 Total	6,147.00		
Brucar Locksmith	26118	10/30/2024	I18U0Q	Keys	20.02		
					Check# 26118 Total	20.02	
	26169	11/13/2024	0LO9T6	Tubular Keys	9.64		
			6H6FX0	Lock Service	205.00		
				Check# 26169 Total	214.64		
Burlington Safety Laboratory	26208	11/20/2024	96877	Gloves Testing	442.00		
					Check# 26208 Total	442.00	
C & M Auto Truck Electric	26119	10/30/2024	101124 Service	Service Unit 56	165.00		
					Check# 26119 Total	165.00	
C.A. Short Company	26120	10/30/2024	PI0000103217	Service Awards	793.76		
					Check# 26120 Total	793.76	
California Special Districts Association (CSDA)	26121	10/30/2024	1863-2025	CSDA Membership Renewal - 2025	9,495.00		
					Check# 26121 Total	9,495.00	
Casitas Municipal Water District	26170	11/13/2024	4C	Prop 1, Round 2 Invoice 4C	46,464.08		
					Check# 26170 Total	46,464.08	
Citi Cards	26209	11/20/2024	0330-1024	Credit Card Charges - Clerk of the Board	3,955.33		
					Check# 26209 Total	3,955.33	
City of Simi Valley	26122	10/30/2024	26665	Encroachment Permit PWE2024-0601	833.54		
					Check# 26122 Total	833.54	
City of Thousand Oaks	26147	11/06/2024	2024-03912	Annual Encroachment Permit	2,958.00		
					Check# 26147 Total	2,958.00	
	26171	11/13/2024	48326-46726-1124	Utilities	493.92		
				Check# 26171 Total	493.92		

Payment Register

Payment Date 10/29/24 - 11/25/24

Vendor	Ck#	Pmt Date	Invoice #	Invoice Description	Invoice Amt	Proj #	Project Description	
City of Thousand Oaks (continued)	26172	11/13/2024	48326-50840-1124	Utilities	52.92			
					Check# 26172 Total	52.92		
Coastal Pipco	26123	10/30/2024	S2273738.001	Piping Supplies	391.48			
					Check# 26123 Total	391.48		
	26173	11/13/2024	S2273511.001	Piping Supplies	247.89			
			S2274431.001	Piping Supplies	793.62			
	Check# 26173 Total				1,041.51			
Cole-Parmer Instrument Company	26210	11/20/2024	3849363	Lab Supplies	762.83			
					Check# 26210 Total	762.83		
Colonial Life & Accident Ins	26211	11/20/2024	7189616-1013320	2024-11 EE Paid Ins	1,360.46			
					Check# 26211 Total	1,360.46		
ConnectWise, LLC	26174	11/13/2024	INV01245817	Perch - IT Security Service - Oct 2024	1,588.40			
					Check# 26174 Total	1,588.40		
Consolidated Electrical Distributors/Royal Ind Sol	26175	11/13/2024	9009-1052289	Electrical Supplies	1,185.37			
					Check# 26175 Total	1,185.37		
Contractor Compliance & Monitoring	26148	11/06/2024	22398	Labor Compliance Svcs	1,800.00	450	LVMWD-CMWD Interconnection	
					Check# 26148 Total	1,800.00		
DCH Ford of Thousand Oaks	26124	10/30/2024	908640	Service Unit 7	2,249.51			
			908680	Services Unit 63	129.43			
			908736	Service Unit 27	126.15			
			908854	Service Unit 22	118.19			
			909063	90k Service Unit 24	1,243.32			
			Check# 26124 Total	3,866.60				
	26212	11/20/2024	909143	Service Unit 33	124.15			
	Check# 26212 Total				124.15			
Dopudja & Wells Consulting, Inc.	26149	11/06/2024	1788	WRIST - Phase 1	7,837.50			
					Check# 26149 Total	7,837.50		

Payment Register

Payment Date 10/29/24 - 11/25/24

Vendor	Ck#	Pmt Date	Invoice #	Invoice Description	Invoice Amt	Proj #	Project Description
Environmental Resource Associates - ERA	26213	11/20/2024	94763	2024 PT and CRM Renewal	671.49		
				Check# 26213 Total	671.49		
Eurofins Eaton Analytical, Inc.	26125	10/30/2024	3800064855	Lab Services	367.50		
				Check# 26125 Total	367.50		
Falcon Fuels	26176	11/13/2024	77306	Annual Fuel Purchase Order	7,115.11		
				Check# 26176 Total	7,115.11		
Federal Express	26150	11/06/2024	8-654-39793	Express Shipping	336.57		
			8-662-30292	Express Shipping	296.36		
			8-668-71943	Express Shipping	183.48		
				Check# 26150 Total	816.41		
	26214	11/20/2024	8-675-41115	Express Shipping	25.37	590	TOD Pump Station Rehabilitation
				Express Shipping	420.97		
				Check# 26214 Total	446.34		
Fence Factory	26126	10/30/2024	147941	East Portal Supplies	49.83		
				Check# 26126 Total	49.83		
	26215	11/20/2024	147989	East Portal Supplies	47.08		
				Check# 26215 Total	47.08		
Fgl Environmental	26127	10/30/2024	414408A	Lab Services	790.00		
			415561A	Lab Services	285.00		
			415729A	Lab Services	56.00		
			415730A	Lab Services	79.00		
			415732A	Lab Services	79.00		
				Check# 26127 Total	1,289.00		

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Fgl Environmental (continued)	26177	11/13/2024	414760A	Lab Services	7,962.00		
			416061A	Lab Services	235.00		
			416062A	Lab Services	121.00		
			416147A	Lab Services	1,331.00		
			416408A	Lab Services	2,530.00		
			416409A	Lab Services	309.00		
			416464A	Lab Services	79.00		
			416861A	Lab Services	235.00		
				Check# 26177 Total	12,802.00		
Fisher Scientific	26128	10/30/2024	6283472	Lab Supplies	581.33		
			6283473	Lab Supplies	306.79		
			6355608	Lab Supplies - Credit	(581.33)		
				Check# 26128 Total	306.79		
	26178	11/13/2024	6529221	Lab Supplies	1,705.92		
				Check# 26178 Total	1,705.92		
Franchise Tax Board	26151	11/06/2024	886463872-1024B	#886463872-10/31/24	25.00		
					Check# 26151 Total	25.00	
	26216	11/20/2024	886463872-1124A	#886463872-11/15/24	25.00		
				Check# 26216 Total	25.00		
Frontier	26152	11/06/2024	2091883352-1124	Signal Channels	2,344.65		
					Check# 26152 Total	2,344.65	
	26217	11/20/2024	4241537402-1124	Signal Channels	132.88		
				Check# 26217 Total	132.88		
GI Industries	26153	11/06/2024	2199823-0283-4	Waste Removal - Recycle	261.42		
					Check# 26153 Total	261.42	
	26179	11/13/2024	2199937-0283-2	Waste Removal - Green	898.40		
				Check# 26179 Total	898.40		
Glendale Adventist	26218	11/20/2024	79201	Annual Respiratory Exams	7,350.00		
				Check# 26218 Total	7,350.00		
GNR Fence, Inc.	26219	11/20/2024	435	Fence Repair Boneyard	8,430.00		
				Check# 26219 Total	8,430.00		

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Greater Conejo Valley Chamber of Commerce	26129	10/30/2024	253079	Membership Renewal 2025	515.00		
				Check# 26129 Total	515.00		
Gregory E. Johnson	26220	11/20/2024	2024-10	Risk Mgmt Services	585.00		
				Check# 26220 Total	585.00		
Gucciardo Design	26221	11/20/2024	INV-000657	Digital Communications Consulting	977.50		
				Check# 26221 Total	977.50		
Hamner Jewell & Associates	26154	11/06/2024	204034	ROW Services	82.50	450	LVMWD-CMWD Interconnection
			204050	ROW Services	1,237.50	562	Calleguas-Ventura Interconnection
			204058	ROW Correction Reg. Sta. 9	82.50		
				Check# 26154 Total	1,402.50		
Home Depot Credit Services	26222	11/20/2024	8086-1024	Credit Card Charges - O&M	6,387.80		
				Check# 26222 Total	6,387.80		
Hunt Ortmann Palffy Nieves Darling & Mah, Inc.	26155	11/06/2024	109179	Legal Services	56,191.50	450	LVMWD-CMWD Interconnection
				Check# 26155 Total	56,191.50		
Idexx Distribution, Inc.	26130	10/30/2024	3162173397	Lab Supplies	105.70		
				Check# 26130 Total	105.70		
Johnson Controls Fire Protection LP	26156	11/06/2024	52043462	GCDF Diagnostic	1,630.42		
				Check# 26156 Total	1,630.42		
JPW Communications LLC	26131	10/30/2024	3409	Water Awareness Campaign - Sep 2024	347.50		
				Check# 26131 Total	347.50		
	26223	11/20/2024	3437	Water Awareness Campaign - Oct 2024	23.75		
			3438	Non-functional Turf Outreach	1,427.50		
			3439	T&M - Service Area Map and Timeline Graphic Design S	7,281.25		
				Check# 26223 Total	8,732.50		
Kiewit Infrastructure West Co.	26224	11/20/2024	450-37	Construction Retention	362,118.63	450	LVMWD-CMWD Interconnection
					(18,105.93)		
				Check# 26224 Total	344,012.70		
Leighton Consulting, Inc.	26144	11/05/2024	63783	Seismic Analysis of WR Dam & Dikes - Phase 2	4,276.75		
				Check# 26144 Total	4,276.75		

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Lenovo, Inc.	26198	11/13/2024	6469646317	IT Peripherals	719.08			
					Check# 26198 Total	719.08		
Leslie's Pool Supplies, Inc.	26180	11/13/2024	616-01-073719	Calcium Hypochlorite	1,261.23			
					Check# 26180 Total	1,261.23		
	26225	11/20/2024	616-01-073696	Calcium Hypochlorite	1,979.88			
	Check# 26225 Total			1,979.88				
Lister Rents, Inc.	26226	11/20/2024	170951.1.1	Propane	111.00			
					Check# 26226 Total	111.00		
Mc Master-Carr Supply Company	26132	10/30/2024	35265123	Pressure Gauges	1,436.27			
			35349993	Dist. Supplies	310.03			
	Check# 26132 Total			1,746.30				
	26227	11/20/2024		35411902	Sys. Maint. Supplies	62.98		
				35709772	O&M Supplies	27.19		
				35776258	Dist. Supplies	47.94		
36058538				Sys. Maint. Supplies	441.43			
Check# 26227 Total			579.54					
Michael K. Nunley & Associates, Inc.	26228	11/20/2024	1050000820	Engineering Consulting	8,734.05	589	Fairview Well Rehabilitation	
	Check# 26228 Total			8,734.05				
MMC, Inc.	26229	11/20/2024	102786	Construction Retention	57,400.00	591	Lake Sherwood Pump Station Rehabilitation	
					(2,870.00)			
	Check# 26229 Total			54,530.00				
MNS Engineers	26230	11/20/2024	87536	Engineering Consulting	7,687.50			
			87832	LBWFP Secondary Emergency Access	2,540.00			
			Check# 26230 Total			10,227.50		
Motion Industries	26133	10/30/2024	CA46-00913041	LBWFP Inlet Screen Parts	693.43			
					Check# 26133 Total	693.43		
Napa Auto Parts	26134	10/30/2024	883294	Supplies Unit 63	321.95			
					Check# 26134 Total	321.95		

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Newark	26231	11/20/2024	37504210	Electrical Supplies	165.65			
			37513470	Electrical Supplies	65.94			
			37520787	Electrical Supplies	140.68			
				Check# 26231 Total	372.27			
Northern Safety Co., Inc.	26135	10/30/2024	906467910	PPE	147.74			
						Check# 26135 Total	147.74	
	26232	11/20/2024	906522036	Safety Gloves	135.91			
							Check# 26232 Total	135.91
NV5, Inc.	26157	11/06/2024	409717	Construction Materials Testing	19,540.00	450	LVMWD-CMWD Interconnection	
			412193	Construction Materials Testing	18,896.25	450	LVMWD-CMWD Interconnection	
						Check# 26157 Total	38,436.25	
Orkin Pest Control	26181	11/13/2024	268090829	Pest Control	267.99			
			269511363	Pest Control	267.99			
						Check# 26181 Total	535.98	
Petty Cash	26233	11/20/2024	PC 10/31/24	Petty Cash - Oct 2024	19.99	480	Conejo Pump Station Rehabilitation	
				Petty Cash - Oct 2024	30.50			
							Check# 26233 Total	50.49
PFM Asset Management LLC	26234	11/20/2024	14471296	Arbitrage Reports 2014A	500.00			
						Check# 26234 Total	500.00	
Phoenix Civil Engineering	26235	11/20/2024	24108	Engineering Consulting	8,409.50	450	LVMWD-CMWD Interconnection	
			24109	Engineering Consulting	2,802.50	614	CCSB Liner at Metrolink Sta Crossing	
						Check# 26235 Total	11,212.00	
Physis Environmental Laboratories, Inc.	26236	11/20/2024	1502001-110	Lab Services	1,980.00			
						Check# 26236 Total	1,980.00	
Price, Postel & Parma, LLP	26158	11/06/2024	217432	Legal Services	78.00	450	LVMWD-CMWD Interconnection	
				Legal Services	195.00			
						Check# 26158 Total	273.00	
Printing Connection	26136	10/30/2024	72089	Business Card Masters	471.90			
			72134	Business Cards - Rostrada	161.98			
			72312	Business Cards - Gomez	109.08			
						Check# 26136 Total	742.96	

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Quinn Company	26237	11/20/2024	PCN10004971	Generator Supplies	273.87		
					Check# 26237 Total	273.87	
R.P. Barricade, Inc.	26182	11/13/2024	65236	PPE	172.97		
					Check# 26182 Total	172.97	
Roy's Towing	26183	11/13/2024	159175	Towing Services	85.00		
					Check# 26183 Total	85.00	
SAS Business Services	26184	11/13/2024	47613	Nameplate - Castro	15.02		
			47637	Nameplate - Castro	23.60		
			Check# 26184 Total	38.62			
Schweitzer Engineering Laboratories, Inc. (SEL)	26164	11/06/2024	INV-001031792	GCDF Standby Parts	313.32		
			INV-001032753	GCDF Standby Parts	2,446.88		
			Check# 26164 Total	2,760.20			
ServiceWear Apparel, Inc.	26137	10/30/2024	55864616	O&M Uniforms	81.35		
			55864617	O&M Uniforms	108.46		
			55864618	O&M Uniforms	27.13		
			Check# 26137 Total	216.94			
Shred-It	26238	11/20/2024	8008907880	Shredding Services	129.76		
					Check# 26238 Total	129.76	
Simi Pacific Building Materials	26185	11/13/2024	DO14455	Lake Bard Park Materials	8,000.85		
					Check# 26185 Total	8,000.85	
Simi Valley Chevrolet	26138	10/30/2024	16110282	Service Unit 53	75.00		
					Check# 26138 Total	75.00	

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Southern California Edison	26159	11/06/2024	6000015092671024	Utilities	11,932.55		
					Check# 26159 Total	11,932.55	
	26186	11/13/2024	7007125735620824	Power Pumping Costs	53,596.75		
			7007125735620924	Power Pumping Costs	21,510.92		
		7007125735621024	Pumping Power Costs	17,065.48			
				Check# 26186 Total	92,173.15		
26239	11/20/2024	7003460257201124	Pumping Power Costs	52,755.94			
		7007879066911124	Pumping Power Costs	65,766.68			
					Check# 26239 Total	118,522.62	
Spectrum/Charter Communications	26187	11/13/2024	1786555102824	Signal Channels	360.41		
			187756501110124	Internet	1,050.00		
					Check# 26187 Total	1,410.41	
Standard Insurance Company	26240	11/20/2024	0017126900011124	2024-11 EE Paid Ins	8,041.00		
				Check# 26240 Total	8,041.00		
State Water Resource Control Board	26139	10/30/2024	23389-2025	Operator T3 Cert Renewal - McCaffrey	90.00		
				Check# 26139 Total	90.00		
Tony's Tires	26140	10/30/2024	49818	Tires Unit 63	830.15		
				Check# 26140 Total	830.15		
Trench Shoring Company	26241	11/20/2024	RI20450274	Shoring Rental	456.00		
				Check# 26241 Total	456.00		
Tri-County Office Furniture Inc.	26160	11/06/2024	200501	Control Room Chair Repair	498.72		
				Check# 26160 Total	498.72		
Tyler Technologies	26242	11/20/2024	045-488774	Management Services 12/2024 - 11/2025	11,029.02		
				Check# 26242 Total	11,029.02		
Uline Inc.	26243	11/20/2024	184909260	Storage Boxes	1,991.39		
			185023457	PPE Supplies	1,684.09		
				Check# 26243 Total	3,675.48		
Underground Service Alert	26244	11/20/2024	1020240160	DigAlert Services	209.80		
			24-251265	Digalert Fees	93.00		
				Check# 26244 Total	302.80		

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United Water Conservation District	26188	11/13/2024	4C	Prop 1, Round 2 Invoice 4C	67,875.93		
				Check# 26188 Total	67,875.93		
United Way	26245	11/20/2024	07-2023-06-2024	Semi-Annual Emp Contribution	1,044.00		
				Check# 26245 Total	1,044.00		
Universal Imaging Systems	26161	11/06/2024	496	Ricoh IM C6010 Color Copier	22,806.71		
				Check# 26161 Total	22,806.71		
University of California Santa Barbara	26189	11/13/2024	4C	Prop 1, Round 2 Invoice 4C	97,183.14		
				Check# 26189 Total	97,183.14		
US Appliance Repair and Service, Inc.	26246	11/20/2024	1544	Oven Service	570.20		
				Check# 26246 Total	570.20		
V & A Consulting Engineers, Inc.	26247	11/20/2024	24377	Pipeline Condition Assessment OSR 1&2	32,809.50		
				Check# 26247 Total	32,809.50		
Valve Sealant Supply, Inc.	26141	10/30/2024	2400806	Sys. Maint. Supplies	1,412.75		
				Check# 26141 Total	1,412.75		
Ventura County Sheriff's Office	26162	11/06/2024	4811265-1024B	#56-2016-004811265-10/31/24	50.00		
				Check# 26162 Total	50.00		
	26248	11/20/2024	4811265-1124A	#56-2016-004811265-11/15/24	50.00		
				Check# 26248 Total	50.00		
Ventura County Special Districts Association	26190	11/13/2024	10/01/24	VCSDA Dinner 10/01/24	50.00		
				Check# 26190 Total	50.00		
Ventura County Transportation Commission	26249	11/20/2024	10625	East Portal Power Pole Lease	207.00		
				Check# 26249 Total	207.00		
Verizon Wireless	26163	11/06/2024	9976201324	Signal Channels	4,896.21		
				Check# 26163 Total	4,896.21		
	26191	11/13/2024	9977890757	Telephone	5,514.83		
				Check# 26191 Total	5,514.83		

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WageWorks	26142	10/30/2024	INV7112296	2024-10 Admin Fees	220.00		
						Check# 26142 Total	220.00
Watts Regulator Company	26250	11/20/2024	16940603	Reagent Kits	2,908.81		
						Check# 26250 Total	2,908.81
Wells Fargo Business Card	26192	11/13/2024	6787-1024	Credit Card Charges - GM	749.62		
						Check# 26192 Total	749.62
	26193	11/13/2024	8140-1024	Credit Cards Charges - Clerk of the Board	176.16		
						Check# 26193 Total	176.16
	26194	11/13/2024	6574-1024	Credit Card Charges - O&M	9,250.76		
						Check# 26194 Total	9,250.76
	26195	11/13/2024	9869-1024	Credit Card Charges - HRRM	1,264.40		
						Check# 26195 Total	1,264.40
	26196	11/13/2024	1210-1024	Credit Card Charges - HRRM	1,299.69		
						Check# 26196 Total	1,299.69
	26197	11/13/2024	2101-1024	Credit Card Charges - IT	920.46		
						Check# 26197 Total	920.46
	26251	11/20/2024	2468-1024	Credit Card Charges - Ex. Affairs	1,163.93		
						Check# 26251 Total	1,163.93
	26252	11/20/2024	4124-1024	Credit Card Charges - Water Resources	6,830.62		
						Check# 26252 Total	6,830.62
	26253	11/20/2024	0544-1024	Credit Card Charges - Deputy GM	225.79		
						Check# 26253 Total	225.79
	26254	11/20/2024	0533-1024	Credit Card Charges - Exec. Strategist	927.94		
						Check# 26254 Total	927.94
	26255	11/20/2024	1973-1024	Credit Card Charges - Finance	1,434.00		
						Check# 26255 Total	1,434.00

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Wells Fargo Business Card (continued)	26256	11/20/2024	2219-1024	Credit Card Charges - Eng.	925.54	480	Conejo Pump Station Rehabilitation
				Credit Card Charges - Eng.	462.38	591	Lake Sherwood Pump Station Rehabilitation
				Check# 26256 Total	1,387.92		
White Cap, L.P.	26257	11/20/2024	50028982788	Epoxy	792.18		
				Check# 26257 Total	792.18		
				Check Total	1,620,848.67		
A and B Electric Company, Inc.	2848	11/20/2024	96862	Inspection & Consulting Services	657.52		
			96863	Inspection & Consulting Services	19,643.37	450	LVMWD-CMWD Interconnection
			96864	Inspection & Consulting Services	10,566.02	591	Lake Sherwood Pump Station Rehabilitation
				EFT# 2848 Total	30,866.91		
Ardurra Group, Inc.	2826	11/06/2024	156014	Communications & Graphic Design Services	216.25		
				EFT# 2826 Total	216.25		
Arellano Associates	2849	11/20/2024	21753	Public Outreach Support - Oct 24	1,556.32	450	LVMWD-CMWD Interconnection
				EFT# 2849 Total	1,556.32		
Aspen Environmental Group	2817	10/30/2024	3595.001-09	Environmental Services	4,756.16	569	Simi Valley Reservoir
			3595.002-08	Environmental Services	846.25		
				EFT# 2817 Total	5,602.41		
Best Best Krieger, LLP	2818	10/30/2024	1009361	Legal Services	6,719.00		
			1009362	Legal Services	10,315.37		
				EFT# 2818 Total	17,034.37		
	2837	11/13/2024	1011617	Legal Services	8,926.50		
			1011618	Legal Services	9,051.00		
				EFT# 2837 Total	17,977.50		
Bondy Groundwater Consulting, Inc.	2838	11/13/2024	104-04	Groundwater Consulting Services	4,051.88		
				EFT# 2838 Total	4,051.88		
BPS Supply Group	2850	11/20/2024	S3173447.001	ASCO Repair Kits	2,260.83		
				EFT# 2850 Total	2,260.83		
California Dept of Tax and Fee Administration	2825	10/30/2024	Use Tax 2024-09	Sales and Use Tax Return 3rd Qtr - 2024	1,031.00		
				EFT# 2825 Total	1,031.00		

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Camrosa Water District	2851	11/20/2024	Sep 2024	2024-09 Round Mountain LRP Credit	14,233.33		
				EFT# 2851 Total	14,233.33		
Chandler Asset Management, Inc.	2852	11/20/2024	2410CMWD	Investment Mgmt Fees - Oct 2024	8,622.09		
				EFT# 2852 Total	8,622.09		
Employment Development Department (EDD)	2831	11/05/2024	2024-10-31	2024-10-31 Payroll Taxes	29,172.78		
				EFT# 2831 Total	29,172.78		
EthosEnergy Field Svcs.	2853	11/20/2024	IN87105	GPS Split Seal Replacement	13,708.54		
				EFT# 2853 Total	13,708.54		
Garden Acres Mutual Water Company	2839	11/13/2024	4C	Prop 1, Round 2 Invoice 4C	29,553.50		
				EFT# 2839 Total	29,553.50		
Geotab USA, Inc.	2854	11/20/2024	IN404828	Vehicle GPS Service	1,185.00		
				EFT# 2854 Total	1,185.00		

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Grainger	2819	10/30/2024	9290687426	Dist. Supplies	1,054.15		
			9290687442	Unit 74 Tools	1,381.00		
			9291652999	Dist. Supplies	81.35		
			9291818327	Sys. Maint. Supplies	801.81		
			EFT# 2819 Total				3,318.31
Grainger	2855	11/20/2024	9292425189	Water Bottle Filling Station	1,582.27		
			9293547106	Dist. Supplies	272.31		
			9293676848	Safety Supplies	22.17		
			9293951449	Sys. Maint. Supplies	47.04		
			9295154745	Sys. Maint. Supplies	296.20		
			9295948765	Sys. Maint. Supplies	251.43		
			9296572705	Sys. Maint. Supplies	304.60		
			9296882005	Control Supplies	211.65		
			9299445545	WF Supplies	55.89		
			9306061533	Dist. Supplies	81.35		
			9306061541	Safety Supplies	56.25		
EFT# 2855 Total				3,181.16			
Hach Company	2820	10/30/2024	14233959	Lab Supplies	1,953.17		
EFT# 2820 Total				1,953.17			
HDR Engineering, Inc.	2827	11/06/2024	1200663330	Value Eng. Svs. Conejo PS Rehab	3,314.25	480	Conejo Pump Station Rehabilitation
EFT# 2827 Total				3,314.25			
ICMA	2832	11/06/2024	304070-457-1024B	2024-10-31 Def Comp	17,334.49		
			EFT# 2832 Total				17,334.49
ICMA	2833	11/06/2024	803371-414-1024B	2024-10-31 RHS Plan	7,744.30		
			EFT# 2833 Total				7,744.30
Internal Revenue Service (IRS)	2836	11/08/2024	2024-10-31	2024-10-31 Payroll Taxes	146,403.71		
EFT# 2836 Total				146,403.71			
Kennedy Jenks Consultants	2828	11/06/2024	174894	CalArp Eval of Chlorine/Ammonia Syst. @ WF	577.50		
			174897	Engineering Consulting	44,416.00	620	Network Center Relo & Admin Storage Improvements
				Engineering Consulting	11,104.00	621	LBWFP Buildings Roof Replacements
EFT# 2828 Total				56,097.50			

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Payment Date 10/29/24 - 11/25/24

Vendor	Ck#	Pmt Date	Invoice #	Invoice Description	Invoice Amt	Proj #	Project Description
Kennedy Jenks Consultants (continued)	2856	11/20/2024	175587	Engineering Consulting	6,754.80	592	Lindero Pump Station Rehabilitation
			175588	Prop 1 Round 1 IRWM Grant Administration	1,437.50		
			175589	Engineering Consulting	3,345.00	480	Conejo Pump Station Rehabilitation
			175590	Prop 1 Round 2 IRWM Grant Administration	5,062.50		
			175591	Engineering Consulting	4,770.00	620	Network Center Relo & Admin Storage Improvements
				Engineering Consulting	1,192.50	621	LBWFP Buildings Roof Replacements
				EFT# 2856 Total	22,562.30		
Metropolitan Water District	2741	10/31/2024	11582	Water Payment - Aug 2024	10,998,851.76		
				EFT# 2741 Total	10,998,851.76		
Mission Uniform Service	2821	10/30/2024	522614499	Mat/Towel Service	88.16		
				EFT# 2821 Total	88.16		
	2840	11/13/2024	522660625	Mat/Towel Service	121.12		
				EFT# 2840 Total	121.12		
	2857	11/20/2024	522705384	Mat/Towel Service	88.16		
				EFT# 2857 Total	88.16		
Northern Digital, Inc.	2841	11/13/2024	58032	Turnout Automation Upgrade	18,315.00		
				EFT# 2841 Total	18,315.00		
	2858	11/20/2024	58031	Control System Integration Services	918.99	450	LVMWD-CMWD Interconnection
				EFT# 2858 Total	918.99		
Nyeland Acres Mutual Water Company	2842	11/13/2024	5b	Prop 1, Round 2 Invoice 5b	2,650.88		
				EFT# 2842 Total	2,650.88		
ODP Business Solutions, Inc.	2822	10/30/2024	32506015	Office Supplies	498.28		
				EFT# 2822 Total	498.28		
Perliter & Ingalsbe	2829	11/06/2024	18894	Engineering Consulting	32,477.50	569	Simi Valley Reservoir
				EFT# 2829 Total	32,477.50		
	2859	11/20/2024	18901	SMP 3 Budget Est for Title 16 Grant	1,620.00	536	SMP Phase 3
			18902	Engineering Consulting	70,345.25	569	Simi Valley Reservoir
			18903	Engineering Consulting	69,737.50	562	Calleguas-Ventura Interconnection
			18904	Engineering Consulting	15,012.50	590	TOD Pump Station Rehabilitation
			18905	Engineering Consulting	4,030.00	591	Lake Sherwood Pump Station Rehabilitation
				EFT# 2859 Total	160,745.25		

Payment Register

Payment Date 10/29/24 - 11/25/24

Vendor	Ck#	Pmt Date	Invoice #	Invoice Description	Invoice Amt	Proj #	Project Description
Pers Health	2834	11/05/2024	17709837	2024-11 Health Premium	194,129.11		
					EFT# 2834 Total		
					194,129.11		
Pers Health	2835	11/05/2024	17709856	2024-11 Health Premium	6,463.88		
					EFT# 2835 Total		
					6,463.88		
Pers Retirement	2845	11/15/2024	2024-10-1	2024-10-1 Classic Contrib	53,174.66		
					EFT# 2845 Total		
					53,174.66		
Pers Retirement	2846	11/15/2024	2024-10-1CA	2024-10-1 Adj Classic Contrib	248.68		
					EFT# 2846 Total		
					248.68		
Pers Retirement	2847	11/15/2024	2024-10-1P	2024-10-1 PEPRA Contrib	26,847.30		
					EFT# 2847 Total		
					26,847.30		
Secorp Industries	2843	11/13/2024	I0090325	Hydro Testing	470.58		
			I0090328	Monthly SCBA Inspection - Oct 2024	620.00		
					EFT# 2843 Total		
				1,090.58			
Wendelstein Law Group PC	2823	10/30/2024	W 1247-1024	Legal Services	2,562.00	450	LVMWD-CMWD Interconnection
				Legal Services	305.00	562	Calleguas-Ventura Interconnection
				Legal Services	19,606.00		
					EFT# 2823 Total		
				22,473.00			
				EFT Total	11,958,164.21		
				Grand Total	13,579,012.88		



Payment Register - TMDL 10/29/2024 - 11/25/2024

TMDL Operating Cash Account

Total Checks and Electronic Fund Transfers Issued: \$ 232,534.88

Cash in TMDL Bank Account \$1,199,769.67

Payment Register - TMDL

Payment Date 10/29/24 - 11/25/24

Vendor	Ck#	Pmt Date	Invoice #	Invoice Description	Invoice Amt	Proj #	Project Description
California Conservation Corps	474	11/20/2024	INNU-012712	TMDL - Sep 2024	12,010.00		
				Check# 474 Total	12,010.00		
Calleguas Municipal Water District	475	11/20/2024	2025-00000004	TMDL - Oct 2024	767.00		
				Check# 475 Total	767.00		
Larry Walker Associates	476	11/20/2024	617.18-31	Salt and Nutrient Mgmt Plan Development	702.50		
			617.18-32	Salt and Nutrient Mgmt Plan Development	843.00		
			617.41-2	Regulatory Tracking and as Needed Support	8,148.00		
			617.41-3	Regulatory Tracking and as Needed Support	2,520.00		
			617.42-2	TMDL Program Management & Reporting	26,181.75		
			617.42-3	TMDL Program Management & Reporting	34,661.11		
			617.43-2	TMDL Monitoring & Data Management	13,508.65		
			617.43-3	TMDL Monitoring & Data Management	28,172.94		
			617.44-2	Salts TMDL Monitoring Program	30,326.82		
			617.44-3	Salts TMDL Monitoring Program	21,600.03		
			617.45-2	Phase 1 MS4 Permittees Exceedance Report	5,871.00		
			617.45-3	Phase 1 MS4 Permittees Exceedance Report	9,594.50		
			617.46-1	Phase 2 MS4 Permittees Exceedance Report	1,176.00		
			617.46-2	Phase 2 MS4 Permittees Exceedance Report	880.75		
			617.47-1	Cal Trans Exceedance Eval Report	1,176.00		
			617.47-2	Cal Trans Exceedance Eval Report	880.75		
			617.48-2	VCAILG Exceedance Evaluation Report	3,472.00		
			617.48-3	VCAILG Exceedance Evaluation Report	6,399.50		
			617.49-2	TMDL Meeting Attendance and Contract Admin	11,584.00		
			617.49-3	TMDL Meeting Attendance and Contract Admin	8,472.08		
			617.50-1	Extension Letter for OC Pesticides	357.00		
			617.50-2	Extension Letter for OC Pesticides	2,719.50		
				Check# 476 Total	219,247.88		
UEI, Inc.	477	11/20/2024	537141-8246B	TMDL Refund - State Parks	510.00		
				Check# 477 Total	510.00		
				Check Total	232,534.88		
				Grand Total	232,534.88		

SCOTT H. QUADY, PRESIDENT
DIVISION 2

RAUL AVILA, SECRETARY
DIVISION 1

THIBAUT ROBERT, DIRECTOR
DIVISION 4



ANDY WATERS, VICE PRESIDENT
DIVISION 3

JACQUELYN MCMILLAN, TREASURER
DIVISION 5

KRISTINE MCCAFFREY
GENERAL MANAGER

BOARD MEMORANDUM

Date: December 18, 2024
To: Board of Directors
From: Dan Smith, Manager of Finance
Subject: Item 5.C - Adopt the District's Investment Policy

Objective: Review and maintain the District Investment Policy to ensure it remains in compliance with California state law

Recommended Action: Adopt the District's Investment Policy.

Budget Impact: None.

Discussion: The Board reviews and approves the District's Investment Policy on an annual basis. The proposed changes provide clarification and are consistent with the California Government Code regarding investments and are recommended by the District's Investment Manager, Chandler Asset Investment.

The proposed changes are as follows:

- Clarified language for pass-through securities (Asset-Based Securities/Mortgage-Backed Securities/Collateralized Mortgage Obligations) consistent with the passage of SB 882 (effective January 1, 2024)
- Added Joint Powers Authorities as an eligible asset class under California Government Code. This will allow Calleguas to invest in CAMP (California Asset Management Program) as an investment. The District has limited the amount invested in these types of investments to 15%.
- Clarified the requirements between negotiable certificates of deposit (CDs), which are CDs that can be traded in a secondary market, and non-negotiable CDs.
- Updated "portfolio" to "total portfolio" to reflect compliance is assessed across the entire client relationship.

- Added the term “Fiduciary” to the glossary. The meaning of that term is a frequently asked question.

To comply with the Government Code and Sections 6.1 and 6.2 of the Investment Policy, it is recommended that the Board formally adopt this policy outlining the District’s investment guidelines and delegating the responsibility to invest and reinvest District funds to the Manager of Finance on at least an annual basis. The Board retains the option to make changes to the policy at any time.

Attachment:

2024 Investment Policy - Redline



CALLEGUAS MUNICIPAL WATER DISTRICT INVESTMENT POLICY

1. Policy

- 1.1 Calleguas Municipal Water District (Calleguas) shall invest its funds in such a manner as to comply with all applicable state and local laws; ensure prudent money management; provide for daily cash flow requirements; and comply with the requirements of this Calleguas Investment Policy (Investment Policy).
- 1.2 In order of importance, the following three fundamental criteria shall be followed in the investment program. *Reference: California Government Code (CGC) §53600.5*
- 1.2.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To achieve this objective, the District will diversify its investments by investing funds among a variety of securities with independent returns.
- 1.2.2 Liquidity: The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating objectives that might be reasonably anticipated.
- 1.2.3 Return on Investment: The District's investment portfolio shall have the objective of producing an optimum rate of return on available assets, commensurate with an appropriate level of risk.

2. Scope

Except for funds held in the District's working bank accounts used for daily operations and retirement funds held in a trust, it is intended that the Investment Policy cover all investment activities and financial assets of the District.

3. Prudence

Except as provided in subdivision (a) of Section 27000.3, all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local

agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing District funds, all those responsible shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiar with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized herein. *Reference: CGC §53600.3*

4. **Performance Standards**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs of the District. The District shall establish a performance benchmark. Benchmarks may change over time based on changes in market conditions investment preferences or cash flow requirements.

5. **Ethics and Conflicts of Interest**

5.1 **Prohibited activities.** All people involved in the District's investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or that could impair their ability to make impartial decisions. These individuals shall also refrain from undertaking personal investment transactions with the same individual(s) employed by the financial institution(s) with whom business is conducted on behalf of the District.

5.2 **Required Disclosure Filings.** Board members, General Manager, Manager of Administrative Services, and the provider of investment management services are required by the District's Conflict of Interest Code to file annual California Fair Political Practices Commission Statements of Economic Interests (Form 700) when assuming office, leaving office, and on annual basis while serving in these roles.

5.3 **Bond Fee splitting**

All bond issue participants, including but not limited to, underwriters, bond counsel, financial advisors, brokers and dealers will disclose any fee sharing arrangements or fee splitting to the Manager of Administrative Services prior to the execution of any transaction.

6. **Responsibilities of the District Board of Directors**

6.1 **Policy Adoption and Review.** The Investment Policy and any amendments thereto shall be adopted by action of the District Board of Directors (Board) at a public meeting. On an annual basis and at such other times as the Board desires, the Board shall review the Investment Policy. *Reference: CGC §53646(a)(2)*

6.2 **Delegation of Authority.** On an annual basis and at such other times as the Board desires, the Board shall delegate authority for investment of funds, investment management services, and emergency actions by the Board. *Reference: CGC §53607*

6.2.1 **Investment of Funds.** The Board delegates the responsibility to invest or reinvest the District's funds or to sell or exchange securities so purchased to the Manager of Administrative Services, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with the Investment Policy. Delegation of this authority shall be reviewed annually concurrent with the Board's review of the Investment Policy and at such additional times as the Board desires. No person may engage in an investment transaction except as provided under the terms of the Investment Policy and the procedures established by the Manager of Administrative Services.

6.2.2 **Investment Management Services.** The District has authorized the use of investment management services for the District's funds. The provider of investment management services must meet the requirements for authorized financial dealers and institutions described in Section 8 and is required to follow the Investment Policy. Any change in investment management services provider must be approved by the Board.

6.2.3 **Emergency Actions by the Board.** An emergency meeting of the Board will be called whenever necessary to deal with important investment issues that cannot await a regularly scheduled Board meeting. In the event a quorum of the Board cannot be obtained for the emergency meeting prior to the time a decision must be made, the Board Treasurer shall have the authority to make such emergency decisions as are necessary within the parameters of these guidelines and which are in the best interest of the District. In the event the Board Treasurer is unavailable, the Board President shall make any emergency decisions.

7. **Responsibilities of the Manager of Administrative Services**

7.1 **General.** The Manager of Administrative Services is responsible for investing or reinvesting the District's funds and selling or exchanging securities so purchased.

He is also responsible for coordinating and communicating with the provider of investment management services. *Reference: CGC §53607*

7.2 Annual Reviews

7.2.1 The Manager of Administrative Services shall review the District's portfolio for compliance at least annually and shall report to the Board major incidences of noncompliance through the review of the portfolio.

7.2.2 The Manager of Administrative Services shall perform an annual review of the investment policy and portfolio of the Ventura County Investment Pool (VCIP) and the Local Agency Investment Fund (LAIF) and shall report to the Board any policy changes that affect the risk and/or return of funds invested in those investment pools.

7.3 **Internal Controls.** The Manager of Administrative Services shall establish and maintain a system of internal controls to ensure that the assets of the District are protected from loss, theft, fraud, or misuse. Accordingly, the Manager of Administrative Services shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

7.4 Reports

The Manager of Administrative Services shall submit monthly and quarterly reports to the Board.

7.4.1 **Monthly Reports.** Monthly reports shall be submitted within 30 days of the month following the end of the month covered by the report. The report shall include a list of investment transactions and for each investment it will describe the type of investment, date of maturity, par and dollar amount invested, yield to maturity, credit quality, and current market value as of the date of the report.

7.4.2 **Quarterly Reports.** The Manager of Administrative Services shall submit a quarterly report within 45 days following the end of the quarter covered by the report. *Reference: CGC §53646 (b, c, e, g)*

- Except for investments in VCIP and LAIF, this report shall include the type of investment, issuer, date of maturity, par and dollar amount invested for all securities, investments and moneys held by the District as well as the current market value as of the date of the report and the source of that valuation.

- For investments in LAIF and the Ventura County Pool, the report shall include the most recent statements received from these institutions.
- The report shall document compliance of the portfolio with the investment policy, or explain the manner in which the portfolio is not in compliance.
- The report shall include a statement denoting the ability of the District to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.
- The report shall additionally include a description of any of the local agency's funds, investments, or programs, that are under the management of contracted parties, including lending programs.

8. **Authorized Financial Dealers and Institutions**

- 8.1 The purchase by the District of any investment not purchased directly from the issuer shall be purchased either from an institution licensed by the state as a broker-dealer as defined in California Corporations Code §25004, or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined by California Financial Code §5102) or from a brokerage firm designated as a primary government dealer by the Federal Reserve bank. *Reference: CGC §53601.5*
- 8.2 The District shall transact business only with financial dealers and institutions that are recognized primary dealers reporting to the New York Federal Reserve Bank and have offices located in the State of California. These dealers, or if unrated their parent company, must also maintain an A-1/P-1 short-term credit rating.
- 8.3 All broker/dealer firms providing services to the District, and all individuals involved in District investment activity at those firms, shall be reputable and trustworthy. These firms and individuals shall be knowledgeable and experienced in public agency investing and the investment products involved. These firms shall have the ability to meet all of their financial obligations in dealing with the District.

9. **Credit Rating Services**

The ratings published by the rating services recognized by the Securities and Exchange Commission's (SEC) Nationally Recognized Statistical Rating Organizations (NRSRO) shall be used as a measure of the investment risk associated with an investment.

10. **Safekeeping and Custody**

All security transactions entered into by the District shall be conducted on a delivery versus payment basis. Securities will be held by the provider of investment management services and evidenced by safekeeping receipts. Third party safekeeping arrangements will be approved by the Manager of Administrative Services and will be corroborated with a written custodial agreement.

11. **Authorized Investments**

11.1 The Board authorizes the Manager of Administrative Services and the provider of investment management services to make investments of the type described in this section. *Reference: CGC §53601*

11.1.1 **Ventura County Investment Pool (VCIP)**

Definition: VCIP is a fund managed by the Treasurer-Tax Collector of the County of Ventura that local agencies may use to deposit funds for investment. Each investor earns interest proportional to their investment in the overall pool.

Authorized Investment: Investment in the VCIP must not exceed the lesser of the limit established by County of Ventura or 15% of the **total** portfolio. Should the District's holdings in the VCIP reach or exceed this limit, the District will take immediate action to reduce the balance upon receipt of the monthly statement.

Commented [AS1]: Updated "portfolio" to "total portfolio" to reflect compliance is assessed across the entire client relationship based on 2024 CDIAAC guidelines.

11.1.2 **Local Agency Investment Fund (LAIF)**

Definition: LAIF is a special fund in the State Treasury that local agencies may use to deposit funds for investment. It offers high liquidity because deposits can be converted to cash in twenty-four hours and no interest is lost. Each investor earns interest proportional to their investment in the overall pool. The State keeps an amount for reasonable costs of making the investments, not to exceed one quarter of one per cent of the earnings.

Authorized Investment: Investment in LAIF must not exceed the lesser of the limit established by LAIF or 15% of the **total** portfolio. Should the District's holdings in LAIF reach or exceed this limit, the District will take immediate action to reduce the balance upon receipt of the monthly statement. The District's portfolio invested in LAIF must also follow the maximum limit, \$75 million.

11.1.3 Certificates of Deposit

Definition: A certificate of deposit (CD) is a savings certificate with a fixed maturity date and fixed interest rate. CDs of up to \$250,000 are federally insured.

Authorized Investment: Investment in CDs is limited to a maximum of 30% of the total portfolio and to a maximum of 5% deposited in any one institution. CDs must be issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by §5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. *Reference: CGC §53601(i)*

The first \$250,000 of collateral security may be waived if the institution is insured pursuant to Federal Law. *Reference: CGC §53653*

Non-Negotiable CD deposits exceeding \$250,000 must be collateralized with the collateral held separately from the issuing institution and must be placed in institutions rated AA or higher by two of the three major rating agencies (Moody's, Standard & Poor's, and Fitch). Collateral is limited to the following:

- Mortgages/trust deeds valued at no less than 150% of the deposit amount; or
- Eligible securities other than mortgages/trust deeds valued at no less than 110% of the deposit amount.

Any Non-Negotiable Certificates of Deposit (~~NCD~~) shall be limited to no more than 20% of the total portfolio will be invested in a combination of federally insured and collateralized time deposits.

Negotiable Certificates of Deposit (NCD) in excess of the FDIC insured limit must be issued by institutions which have short-term debt obligations rated "A-1" or its equivalent or better by at least one NRSRO; or long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO.

Commented [AS2]: Investment vehicle allowed under CGC 53601(i)

11.1.4 Treasury Obligations

Definition: Treasury obligations are direct obligations of the United States Government. They are highly liquid and are considered the safest investment security. U.S. Treasury issues include:

- Treasury Bills are non-interest-bearing securities issued by the U.S. Treasury to finance the national debt. They are issued at a lower dollar amount (“discount”) than the dollar amount that will be paid at maturity. Most bills are issued to mature in three months, six months, or one year.
- Treasury Notes are medium-term interest-bearing securities issued as direct obligations of the U.S. Government having initial maturities of two to 10 years.
- Treasury Bonds are long-term interest-bearing securities issued as direct obligations of the U.S. Government having initial maturities of more than 10 years.

Authorized Investment: There is no limitation on the percentage of the portfolio invested in this category. Under a provision sunsetting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted. *Reference: CGC §53601(b)*

11.1.5 Federal Agency Obligations

Definition: Federal Agency Obligations are issued by U.S. Government Agencies (Agencies) or Government Sponsored Enterprises (GSEs). Although they were created or sponsored by the United States (U. S.) Government, most Agencies and GSEs are not guaranteed by the U. S. Government. The GSE and Agency market is very large and liquid, with billions traded every day.

Authorized Investment: Federal Agency Securities and Instruments of Government Sponsored Enterprises may be purchased from the following issuers:

- Federal Farm Credit System
- Federal Home Loan Bank System
- Federal Home Loan Mortgage Corporation (Freddie Mac)

- Federal National Mortgage Association (Fannie Mae)
- Federal Agriculture Mortgage Association (Farmer Mac)
- Tennessee Valley Authority (TVA)

There is no limitation on the percentage of the portfolio invested in this category. No more than 30% of the District's total investment portfolio may be invested in any one Agency or GSE. The maximum percent of agency callable securities in the total portfolio will be 20%. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted. *Reference: CGC §53601(f)*

11.1.6 Bankers' Acceptances

Definition: A bankers' acceptance is short-term credit arrangement guaranteed by a commercial bank that enables a business to obtain funds to finance commercial transactions. By its acceptance, the bank becomes primarily liable for the payment of the draft at maturity. An acceptance is a high-grade negotiable instrument.

Authorized Investment: Bankers' acceptances must be issued by domestic banks and must be eligible for purchase by the Federal Reserve System. Purchases of these instruments may not exceed 180 bankers days maturity. At the time of purchase, no more than 40% of the total portfolio may be invested in bankers' acceptances and no more than 5% of the District's total portfolio may be invested in bankers' acceptances from any one bank. *Reference: CGC §53601(g)*

11.1.7 Commercial Paper

Definition: Commercial paper is a short term, unsecured, promissory note issued by a corporation to raise working capital.

Authorized Investment: The District may invest in commercial paper which is rated at the time of purchase in the highest rating category as provided by an NRSRO (for example, A1 by Standard & Poor's, P-1 by Moody's, or F-1 by Fitch). Purchases of commercial paper may not exceed 270 days maturity nor represent more than 10% of the outstanding paper of an issuing corporation. At the time of purchase, no more than 25% of the total portfolio may be invested in commercial paper and no more than 5% of the total portfolio may be invested in any one issuer. Under a provision

sunsetting on January 1, 2026, no more than 40% of the **total** portfolio may be invested in Commercial Paper if the Agency's investment assets under management are greater than \$100,000,000.

The entity that issues the commercial paper shall meet all of the conditions in at least one of the bullets below. *Reference: CGC §53601(h)*

- Is organized and operating in the United States as a general corporation; has total assets in excess of \$500,000,000; and has debt other than commercial paper, if any, that is rated in a rating category of A or its equivalent or higher by an NRSRO.
- Is organized within the United States as a special purpose corporation, trust, or limited liability company; has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond; and has commercial paper that is rated A-1 or higher, or the equivalent, by an NRSRO.

11.1.8 Asset-Backed Securities (ABS)/Mortgage backed Securities (MBS)

Definition: Asset-backed securities (ABS) are securities whose income payments and hence value is derived from and collateralized (or "backed") by a specified pool of underlying assets which are receivables. Pooling the assets into financial instruments allows them to be sold to general investors and allows the risk of investing in the underlying assets to be diversified because each security will represent a fraction of the total value of the diverse pool of underlying assets. The pools of underlying assets can comprise common payments credit cards, auto loans, mortgage loans, and other types of assets. Interest and principal are paid to investors from borrowers who are paying down their debt. A mortgage-backed security is a type of ABS that is secured by a mortgage or collection of mortgages.

Authorized Investment: The District may invest in any equipment lease-backed certificate, consumer receivable pass-through certificate, consumer receivable-backed bond, or mortgage pass-through security, collateralized mortgage obligation, mortgage-backed, or other pay-through bond **from issuers not defined in sections 11.1.4 and 11.1.5 of Authorized Investments**, with a maximum remaining final maturity of five years. ABS must be rated in rating category of AA by an NRSRO. At the time of purchase, no more than 20% of the **total** portfolio may be invested in asset-backed/mortgage backed securities paper and no more than 5% of the District's **total** portfolio may be invested in any one issuer. *Reference: CGC §53601(o)*

Commented [AS3]: Senate Bill 882, effective 1/1/2024.

11.1.9 Medium Term Notes

Definition: Medium term notes are debt obligations issued by corporations and banks, usually in the form of unsecured promissory notes. These are negotiable instruments that can be bought and sold in a large and active secondary market. For the purposes of California Government Code, the term "Medium Term" refers to a maximum remaining maturity of five years or less. They can be issued with fixed or floating interest rates, and with or without early call features, although the vast majority are fixed-rate and non-callable. Corporate notes have greater risk than Treasuries or Agencies because they rely on the ability of the issuer to make payment of principal and interest.

Authorized Investment: The District may invest in corporate notes issued by corporations organized and operating within the United States. Corporate notes eligible for investment shall have a rating category of A or higher at time of purchase by an NRSRO. They shall have a maximum remaining maturity of no more than five years after the date of purchase. Purchases of corporate notes must not exceed 30% of the District's total portfolio. The maximum principal amount in any one company must not exceed 5% of the District's portfolio. *Reference: CGC §53601(k)*

11.1.10 Money Market Funds

Definition: A money market fund is an investment vehicle made up of a pool of moneys collected from several investors for the purpose of investing in short-term securities representing high-quality, liquid debt and monetary instruments.

Authorized Investment: The District may invest in money market funds that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.) and are rated AAAM or Aaa or better by Standard & Poor's or Moody's. Purchases of money market funds may not exceed 20% of the total portfolio. The maximum principal amount in any one issuer must not exceed 5% of the District's total portfolio. *Reference: CGC §53601(l)*

11.1.11 Municipal Securities of Local Agencies

Definition: Municipal securities of local agencies are debt securities issued by states, cities, counties and other governmental entities to fund their day-to-day obligations and to finance their capital projects.

Authorized Investment: The District may invest in municipal securities rated in rating category A or higher by at least one NRSRO. The maximum principal amount in any one issuer must not exceed 5% of the District's total portfolio. *Reference: CGC §53601(c, d, e)*

11.1.12 Supranationals

Definition: United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank,

Authorized Investments: The District may invest in obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and shall not exceed 10 percent of the agency's moneys-total portfolio that may be invested pursuant to this section. *Reference: CGC §53601(q)*

11.1.13 Collateralized Bank Deposits

Definition: A bank deposit that is collateralized at least 100% (principal plus interest to maturity). The deposit is collateralized using assets set aside by the issuer such as Treasury securities or other qualified collateral to secure the deposit in excess of the limit covered by the Federal Deposit Insurance Corporation.

Authorized Investment: Agency's deposits with financial institutions will be collateralized with pledged securities. There are no limits on the dollar amount or percentage that the Agency may invest in collateralized bank deposits. *Reference: CGC §53651*

11.1.14 Joint Powers Authority (JPA) Pools

Definition: The JPA is organized pursuant to California Government Code Section 6509.7 and invests in the securities and obligations authorized in subdivisions (a) to (r), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the JPA.

Authorized Investment: Investment in JPA must not exceed the lesser of the limit established by JPA or 15% of the total portfolio. The JPA has

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retained an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (g). Reference: CGC §53601 (p).

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- 11.2 **Investment Agreements.** Investment agreements must be approved in advance by the Board with notice to Standard & Poor's and Moody's.
- 11.3 **Ineligible Investments.** Investments not described herein, including but not limited to common stocks, financial futures contracts and options, and securities with a forward settlement date exceeding 45 days are prohibited in the District's portfolio. Additionally, the District shall not invest in reverse floaters, range notes, or interest only strips that are derived from a pool of mortgages, nor may the District invest in any security that could result in zero interest accrued if held to maturity.
- 11.4 **Application of portfolio percentages and credit ratings.** Percent limitations for each permissible investment type listed herein are based on book value at time of purchase. Percentages may change after purchase as a result of withdrawals from the portfolio. Credit quality refers to the credit rating at the time of purchase. If an investment's credit rating falls below the minimum rating, the Manager of Administrative Services will perform a timely review and decide whether to sell or hold the investment.
- 11.5 **Portfolio Life and Maximum Maturities.** The average life of the total portfolio at any time shall not exceed four years. The maximum maturity for all investments, unless otherwise noted, is five years. U.S. Treasuries and Federal Agencies with maturities longer than five years may be purchased for specific purposes with the prior approval by the Board at least 90 days in advance of the purchase.
- 11.6 **Amount on Deposit in any One Institution.** The amount deposited in any one banking institution shall not exceed the lesser of the percentage set forth in the Investment Policy or the amount allowed by law, whichever is less.

Authorized Investments Summary Table

Investment Category	Max % of Portfolio in Category	Max % of Portfolio in a Single Issuer	Maximum Maturity	Minimum Quality
Ventura County Investment Pool	15%	N/A	N/A	N/A
Local Agency Investment Fund	15%	N/A	N/A	N/A
Certificates of Deposit	30%	5%	5 years	above \$250,000, collateral AA by Moody's, S&P & Fitch (2 of 3 rating agencies)
Treasury Obligations	100%	100%	5 years	None
Federal Agency Obligations	100%	30%	5 years	None
Bankers' Acceptances	40%	5%	180 days	Federal Reserve Eligible
Commercial Paper	40%	5%	270 days	A-1 by S&P, P-1 by Moody's, or F-1 by Fitch
Asset-Backed/Mortgage-Backed Securities	20%	5%	5 years	Rating category AA by an NRSRO
Medium Term Notes	30%	5%	5 years	Rating category A or higher by an NRSRO
Money Market Funds	20%	5%	N/A	AAA or Aaa by S&P or Moody's
Municipal Securities	100%	5%	5 years	Rating category A or higher by an NRSRO
SupraNationals IBRD/IADB/IFC	10%	5%	5 years	Rating category AA by an NRSRO
Collateralized Bank Deposits	100%	None	5 years	None
<u>Joint Powers Authority</u>	<u>15%</u>	<u>None</u>	<u>None</u>	<u>None</u>

(see Sections 11.1 through 11.5 for additional requirements)

13. Glossary

Below are definitions of terms used in this policy.

Benchmark: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Broker-Dealer: A person or a firm who can act as a broker or a dealer depending on the transaction. A broker brings buyers and sellers together for a commission. They do not take a

position. A dealer acts as a principal in all transactions, buying and selling for his own account.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. It also refers to securities pledged by a bank to secure deposits of public monies.

Delivery Versus Payment: A settlement system that stipulates that cash payment must be made prior to or simultaneously with the delivery of the security.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

Fiduciary. A person or organization that acts on behalf of another person(s) or organization that puts their clients' interest ahead of their own as they are bound both legally and ethically to act in the other's best interests.

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Issuer: Any corporation, governmental unit, or financial institution that borrows money through the sale of securities.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the difference between the bid and asked prices is narrow and reasonably sized trades can be done at those quotes.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable. The investment's term or remaining maturity is measured from the settlement date to final maturity.

Portfolio: Collection of securities held by an investor.

Primary dealer: One of a group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

Principal: The original cost of a security. It represents the amount of capital or money that the investor pays for the investment.

Rate of return: The yield obtainable on a security based on its purchase price or its current market price.

Securities: A security is any proof of ownership or debt that has been assigned a value and may be sold. For the investor, a security represents an investment as an owner, creditor or rights to ownership on which the investor hopes to gain profit. Examples are stocks, bonds and options.

Securities & Exchange Commission: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Time Draft: A type of check that is guaranteed by the issuing bank, but that is not payable in full until a specified amount of time after it is received and accepted.

Yield: The rate of annual income return on an investment, expressed as a percentage.

Adopted by the Calleguas Municipal Water District Board of Directors on 18, 2024.

Scott Quady, President
Board of Directors

Date

ATTEST:

Raul Avila, Secretary
Board of Directors

Date

SCOTT H. QUADY, PRESIDENT
DIVISION 2

RAUL AVILA, SECRETARY
DIVISION 1

THIBAUT ROBERT, DIRECTOR
DIVISION 4



ANDY WATERS, VICE PRESIDENT
DIVISION 3

JACQUELYN MCMILLAN, TREASURER
DIVISION 5

KRISTINE MCCAFFREY
GENERAL MANAGER

BOARD MEMORANDUM

Date: December 18, 2024

To: Board of Directors

From: Dan Smith, Manager of Finance

Subject: Item 5.D – Receive and Affirm the Quarterly Consultant Contract Reports for the District’s Contracted Activities through September 30, 2024

Objective: Accomplish the mission in a cost-effective manner by reporting to the Board the status of the consulting professional service contracts used by the District.

Recommended Action: Receive and affirm the Quarterly Consultant Contract Reports for the District’s contracted activities through September 30, 2024.

Budget Impact: None. All items were paid in accordance with the budget.

Discussion: Quarterly, staff reports to the Board the status of all consultants under contract with the District. It is important to utilize consultants/professional service contractors to assist staff in working effectively and efficiently to accomplish the mission of the District. All contracts have been approved in accordance with Ordinance No. 18 and the District’s Administrative Code. The current report provides all funds spent on these contracts through September 30, 2024.

Attachment:

Time & Material Contracts - September 2024

Not to Exceed Contracts - September 2024

**Calleguas Municipal Water District Professional Services Contract Amounts
Contracts Without a Fixed Scope of Work and Fee
As of September 30, 2024**

Department	Consultant	Description	Approved Expenditures for FY 2024-25	Total Expended	Unexpended Remainder	% Used
ENG	NV5, Inc.	Field Testing of Soils, Concrete and Asphalt - 2024-2025	\$600,000	\$2,870	\$597,130	0%
ENG	A and B Electric Company, Inc.	Inspection & Consulting Services - 2024-2025	\$500,000	\$107,730	\$392,270	22%
ENG	On-Site Technical Services	Pipe/Valve/Welding Inspection - 2024-2025	\$320,000	\$7,924	\$312,076	2%
IT	All Connected	Support Connect & DRaaS	\$99,999	\$42,327	\$57,672	42%
ADM	Bondy Groundwater Consulting, Inc.	Groundwater Consulting Services - 2024-2025	\$75,000	\$15,197	\$59,803	20%
ENG	Hamner Jewell & Associates	Right-of-Way Services - 2024-2025	\$75,000	\$7,260	\$67,740	10%
ENG	Perliter & Ingalsbe	Consulting, Design & Inspection Services - 2024-2025	\$75,000	\$6,110	\$68,890	8%
ENG	Rincon Consultants, Inc.	CEQA and Permitting - 2024-2025	\$65,000	\$0	\$65,000	0%
ENG	Gregory E. Johnson	Insurance Compliance Review - 2024-2025	\$35,000	\$3,780	\$31,220	11%
IT	Northern Digital, Inc.	SCADA Work - 2024-2025	\$35,000	\$0	\$35,000	0%
ENG	Water & Energy Consulting	Renewable Energy & Interconnection Consulting - 2024-2025	\$35,000	\$0	\$35,000	0%
ENG	Kennedy Jenks Consultants	Construction Inspection & Hydraulic Modeling - 2024-2025	\$30,000	\$0	\$30,000	0%
O&M	Lettis Consultants International, Inc.	Dam Engineering & Geology Support - 2024-2025	\$25,000	\$0	\$25,000	0%
ENG	Phoenix Civil Engineering	Civil Engineering & Drafting Support - 2024-2025	\$25,000	\$0	\$25,000	0%

Department	Consultant	Description	Approved Expenditures for FY 2024-25	Total Expended	Unexpended Remainder	% Used
RES	Dragon Media Co.	Digital Communications Consulting Services - 2024-2025	\$20,000	\$2,600	\$17,400	13%
RES	Gucciardo Design	Digital Communications Consulting Services - 2024-2025	\$20,000	\$1,403	\$18,598	7%
RES	JPW Communications LLC	Service Area Map & Timeline Graphic Design Svs	\$15,500	\$4,175	\$11,325	27%
RES	Ardurra Group, Inc.	Communications & Graphic Design Services	\$15,000	\$10,309	\$4,691	69%
ENG	Benner and Carpenter	Surveying & Related Support - 2024-2025	\$15,000	\$0	\$15,000	0%
RES	Aspen Environmental Group	Environmental Consulting Services - 2024-2025	\$10,000	\$0	\$10,000	0%
ENG	Northwest Hydraulic Consultants, Inc.	Pressure Surge Analysis 2024-2025	\$10,000	\$0	\$10,000	0%
ENG	Larry Walker Associates	NPDES Permit Compliance - 2024-2025	\$9,000	\$1,034	\$7,967	11%
ENG	Staheli Trenchless Consultants	Technical Assistance & Construction Inspection - 2024-2025	\$5,000	\$0	\$5,000	0%

Professional Services Contract Amounts
 Open Contracts with a Fixed Scope of Work and Fee
 As of September 30, 2024

5D2 CONSENT CALENDAR

Dept	Consultant	Purpose	Not to Exceed Limit	Total Spent	Unexpended Remainder	Percent Used
ENG	Perliter & Ingalsbe	Design - SMP Phase 3 and LVMWD/TWSD JPA PureWater Project SMP Discharge Station (536)	\$2,848,000	\$0	\$2,848,000	0%
ENG	Kennedy Jenks Consultants	Bid Phase Services and Engineering Services During Construction for Crew Building Improvements and Networking Center Relocation - Crew Building Improvements (603)	\$2,542,000	\$75,390	\$2,466,610	3%
ENG	Perliter & Ingalsbe	Design - Calleguas-Ventura Interconnection (562)	\$1,693,601	\$662,079	\$1,031,522	39%
ENG	Perliter & Ingalsbe	Design - Simi Valley Tanks (569)	\$1,636,236	\$508,462	\$1,127,774	31%
ENG	Phoenix Civil Engineering, Inc.	Bid & Construction Phase Services - LVMWD-CMWD Interconnection (450)	\$1,449,958	\$1,058,168	\$391,790	73%
ENG	Kennedy Jenks Consultants	Design - Lindero Pump Station Rehabilitation (592)	\$1,031,579	\$955,605	\$75,974	93%
ENG	Kennedy Jenks Consultants	Design - Lake Bard Pump Station, LBWFP Flowmeter, and Lake Bard Outlet Tower Improvements (587)	\$994,100	\$685,721	\$308,379	69%
ENG	Kennedy Jenks Consultants	Preliminary Design - Conejo Pump Station Rehabilitation (480)	\$685,804	\$620,800	\$65,004	91%
ENG	Perliter & Ingalsbe	Design - Santa Rosa Hydro Improvements (582)	\$680,116	\$522,929	\$157,187	77%
ENG	Perliter & Ingalsbe	Bid & Construction Phase Services - Lindero Pump Station No. 2 (TOD) Rehabilitation (590)	\$592,036	\$297,736	\$294,300	50%
ENG	Northern Digital, Inc.	Control Systems Integration Services - LVMWD-CMWD Interconnection (450)	\$550,430	\$513,754	\$36,676	93%
ENG	Northern Digital, Inc.	Control Systems Integration Services - Lake Sherwood Pump Station Rehabilitation (591)	\$516,872	\$457,259	\$59,613	88%
ENG	Perliter & Ingalsbe	Bid & Construction Phase Services - Lake Sherwood Pump Station Rehabilitation (591)	\$509,940	\$369,568	\$140,372	72%

Professional Services Contract Amounts
Open Contracts with a Fixed Scope of Work and Fee
As of September 30, 2024

Dept	Consultant	Purpose	Not to Exceed Limit	Total Spent	Unexpended Remainder	Percent Used
ADM	Water Systems Consulting, Inc.	Water Resources Implementation Strategy (WRIST) - Phase 1	\$505,284	\$437,882	\$67,402	87%
ENG	Northern Digital, Inc.	Control Systems Integration Services - Lindero Pump Station No. 2 (TOD) Rehabilitation (590)	\$502,436	\$461,765	\$40,671	92%
ADM	Kennedy Jenks Consultants	Grant Administration Services - Prop 1 Round 2 IRWM Implementation Grant	\$324,470	\$48,338	\$276,133	15%
ENG	Brierley Associates	Study of Seismic Impacts to the Santa Susana Tunnel, Phase 3	\$307,002	\$251,228	\$55,774	82%
IT	Northern Digital, Inc.	Turnout Automation System Upgrade	\$245,000	\$7,370	\$237,630	3%
RES	Aspen Environmental Group	Preparation of an EIR - Simi Valley Tanks (569)	\$235,940	\$31,182	\$204,758	13%
ENG	Kennedy Jenks Consultants	Amendment 5 for Bid Documents for Networking Center Relocation and Admin Building Storage Room Addition (620) and LBWFP Roof Replacements (621) - Crew Building Improvements and Networking Center Relocation (603)	\$197,903	\$0	\$197,903	0%
ADM	Dopudja & Wells Consulting, Inc.	Water Resources Implementation Strategy (WRIST) - Phase 1	\$197,548	\$166,477	\$31,071	84%
ENG	Phoenix Civil Engineering, Inc.	Design - CCSB Strengthening for Metrolink SCORE Improvements (614)	\$194,520	\$127,565	\$66,955	66%
ENG	Michael K. Nunley & Associates, Inc.	Design, Bid, & Construction Services - Well Redevelopment and Preliminary Design Report - System Upgrades - Fairview Well Rehabilitation (589)	\$190,308	\$152,230	\$38,078	80%
ENG	HDR Engineering, Inc.	Value Engineering Services - Conejo Pump Station Rehabilitation (480)	\$185,740	\$1,107	\$184,633	1%
ADM	Kennedy Jenks Consultants	Grant Administration Services - Prop 1 Round 1 IRWM Implementation Grant	\$182,390	\$80,718	\$101,673	44%

Professional Services Contract Amounts
Open Contracts with a Fixed Scope of Work and Fee
As of September 30, 2024

Dept	Consultant	Purpose	Not to Exceed Limit	Total Spent	Unexpended Remainder	Percent Used
ENG	V & A Consulting Engineers, Inc.	Condition Assessment - Oxnard-Santa Rosa Feeder Units 1 and 2	\$176,479	\$103,451	\$73,028	59%
ENG	Leighton Consulting, Inc.	Seismic Analysis of Wood Ranch Dam and Dikes Phase 2	\$133,078	\$89,221	\$43,857	67%
ENG	HDR Engineering, Inc.	Value Engineering Services - Crew Building Improvements and Networking Center Relocation (603R)	\$99,920	\$82,190	\$17,730	82%
RES	JPW Communications	Implementation of "The Landscape is Change" Water Awareness Campaign	\$89,790	\$88,752	\$1,038	99%
ENG	Rincon Consultants, Inc.	Title XVI Feasibility Study for Salinity Management Pipeline Phase 3 and Regional Desalters	\$86,552	\$77,167	\$9,386	89%
RES	Aspen Environmental Group	Annexation Geodatabase	\$84,252	\$44,492	\$39,760	53%
ENG	Kennedy Jenks Consultants	CalARP Program Seismic Evaluation of Chlorine System and Ammonia Systems, Grimes Canyon Disinfection Facility	\$83,712	\$56,829	\$26,883	68%
RES	Arellano Associates	Public Outreach - LVMWD-CMWD Interconnection (450)	\$77,586	\$76,526	\$1,060	99%
ENG	Michael K. Nunley & Associates, Inc.	Design - Somis Farmworker Housing SMP Discharge Station (607)	\$77,218	\$64,110	\$13,108	83%
O&M	Larry Walker Associates	NPDES Permit Assistance for Calleguas Regional Salinity Management Pipeline	\$76,641	\$13,051	\$63,590	17%
ENG	Contractor Compliance & Monitoring, Inc.	Labor Compliance Services - LVMWD-CMWD Interconnection (450)	\$68,040	\$63,000	\$5,040	93%
FIN	Nigro & Nigro, PC	Audit Services	\$62,000	\$25,500	\$36,500	41%

Professional Services Contract Amounts
Open Contracts with a Fixed Scope of Work and Fee
As of September 30, 2024

Dept	Consultant	Purpose	Not to Exceed Limit	Total Spent	Unexpended Remainder	Percent Used
ENG	Kennedy Jenks Consultants	Newbury Park Connector Study	\$51,264	\$30,851	\$20,413	60%
ENG	MNS Engineers	LBWFP Emergency Access Road Feasibility Study	\$49,296	\$0	\$49,296	0%
ENG	Rincon Consultants, Inc.	Title XVI WIIN Application for Calleguas Watershed Brackish Groundwater Program (Salinity Management Pipeline, Phase 3 Component)	\$39,073	\$13,189	\$25,885	34%
ENG	Contractor Compliance & Monitoring, Inc.	Labor Compliance Services - Lindero Pump Station No. 2 (TOD) Rehabilitation (590)	\$33,300	\$29,700	\$3,600	89%
RES	Rincon Consultants, Inc.	Environmental Consulting Services, Ponderosa Alignment Alternative - Calleguas-Ventura Interconnection (562)	\$23,112	\$19,259	\$3,853	83%
ENG	Kennedy Jenks Consultants	Calleguas/LVMWD Interconnection Updated Minimum Capacity Evaluation - LVMWD-CMWD Interconnection (450)	\$20,330	\$18,893	\$1,438	93%
ENG	Contractor Compliance & Monitoring, Inc.	Labor Compliance Services - Lake Sherwood Pump Station Rehabilitation (591)	\$18,090	\$15,675	\$2,415	87%
RES	Aspen Environmental Group	"Find My Water Provider" Web Map	\$17,802	\$0	\$17,802	0%
ENG	Northern Digital, Inc.	Engineering Study - Santa Rosa Hydro Improvements (582)	\$11,520	\$5,835	\$5,685	51%
FIN	Willdan Financial Services	Standby Charge Administration	\$10,000	\$6,202	\$3,798	62%
ENG	Larry Walker Associates	Stormwater Pollution Prevention Plan Review - Crew Building Improvements (603)	\$9,600	\$5,507	\$4,093	57%

SCOTT H. QUADY, PRESIDENT
DIVISION 2

ANDY WATERS, VICE PRESIDENT
DIVISION 3

RAUL AVILA, SECRETARY
DIVISION 1

JACQUELYN MCMILLAN, TREASURER
DIVISION 5

THIBAUT ROBERT, DIRECTOR
DIVISION 4



KRISTINE MCCAFFREY
GENERAL MANAGER

BOARD MEMORANDUM

Date: December 18, 2024

To: Board of Directors

From: Dan Smith, Manager of Finance

Subject: Item 5.E – Receive and Affirm the Quarterly Capital Projects Report for the District’s Activities through September 30, 2024

Objective: Ensure infrastructure reliability by reporting to the Board on the status of the current capital projects in process at the District.

Recommended Action: Receive and affirm the Quarterly Capital Projects Report for the District’s activities through September 30, 2024.

Budget Impact: None. All amounts were paid in accordance with the project budget.

Discussion: Quarterly, staff reports to the Board the status of all capital projects in process at the District. The capital projects can be in various phases of the design and construction process. Each phase is approved by the Board separately with a budget request for that phase. The current report provides the capital project activity through September 30, 2024.

Attachment:
Capital Projects Report - September 2024

Calleguas MWD Capital Project Schedule and Expenditures - 2024-3rd Qtr

Proj#	Projects	Priority Ranking	Approved Budget	Prior Balance	2024 Jul	2024 Aug	2024 Sep	Project Total	Remaining Budget	% Budget Spent	Current Phase	Estimated Phase Completion
<i>Salinity Management Pipeline</i>												
536	SMP Phase 3	Low	4,241,000	432,067	5,832	13,968	27,091	478,958	3,762,042	11.3%	Design	Oct-2026
561	SMP Phase 4	Low	513,000	367,707	450	3,554	4,886	376,597	136,403	73.4%	CEQA	Dec-2024
607	Somis Housing SMP Discharge Station	Medium	130,000	113,000	0	0	0	113,000	17,000	86.9%	Design	Mar-2025
Salinity Management Pipeline Total			4,884,000	912,774	6,282	17,522	31,977	968,555				
<i>Outage Water Supply Reliability</i>												
450	LVMWD-CMWD Interconnection	High	36,552,779	32,694,179	806,857	239,230	876,992	34,617,258	1,935,521	94.7%	Construction	Dec-2024
562	Calleguas-Ventura Interconnection	High	4,420,000	1,142,401	34,469	54,277	66,876	1,298,023	3,121,977	29.4%	Design	Jul-2025
569	Simi Valley Reservoir	High	5,761,000	960,306	26,338	52,956	4,711	1,044,311	4,716,689	18.1%	Design	Oct-2025
585	Crestview Well #8	High	2,100,000	890,294	0	0	0	890,294	1,209,706	42.4%	Design	Mar-2025
587	Lake Bard Pump Station	High	1,502,000	1,105,482	0	0	0	1,105,482	396,518	73.6%	Design	Jul-2025
589	Fairview Well Rehabilitation	High	827,000	702,857	5,683	3,250	3,402	715,192	111,808	86.5%	Preliminary Design	Dec-2024
Outage Water Supply Reliability Total			51,162,779	37,495,519	873,347	349,713	951,981	39,670,560				

Calleguas MWD Capital Project Schedule and Expenditures - 2024-3rd Qtr

Proj#	Projects	Priority Ranking	Approved Budget	Prior Balance	2024 Jul	2024 Aug	2024 Sep	Project Total	Remaining Budget	% Budget Spent	Current Phase	Estimated Phase Completion
	<i>Improvements to Existing Facilities</i>											
582	Oxnard -SR Fdr & Santa Rosa Hydro Improvements	Medium	860,000	467,931	0	0	0	467,931	392,069	54.4%	Design	Jul-2025
603	Crew Building Improvements / Networking Center	High	27,020,000	1,991,316	1,289	1,896	2,316	1,996,817	25,023,183	7.4%	Construction	Dec-2027
613	Wellfield No. 2 Photovoltaic Energy Generation System	Low	15,000	7,763	0	0	0	7,763	7,237	51.8%	Preliminary Design	Jan-2025
	Improvements to Existing Facilities Total		27,895,000	2,467,010	1,289	1,896	2,316	2,472,511				
	<i>Rehabilitation, Replacement & Relocation</i>											
480	Conejo Pump Station Rehabilitation	High	1,740,000	1,451,912	2,702	4,885	1,798	1,461,297	278,703	84.0%	Preliminary Design	Feb-2025
590	TOD Pump Station Rehabilitation	High	8,430,000	8,039,471	8,922	6,395	4,993	8,059,781	370,219	95.6%	Post Construction	
591	Lake Sherwood Pump Station Rehabilitation	High	6,100,000	4,836,816	48,057	94,186	30,379	5,009,438	1,090,562	82.1%	Construction	Dec-2024
592	Lindero Pump Station Rehabilitation	High	1,910,000	1,637,037	4,870	869	5,795	1,648,571	261,429	86.3%	Design	Jan-2025
598	Broken Back Rehab, Phase 4	High	581,000	563,529	0	0	0	563,529	17,471	97.0%	Preliminary Design	Jul-2025
614	CCSB Liner at Metrolink Sta Crossing	High	260,000	157,900	0	479	1,225	159,604	100,396	61.4%	Design	Mar-2025
	Rehabilitation, Replacement & Relocation Total		19,021,000	16,686,665	64,551	106,814	44,190	16,902,220				

Calleguas MWD Capital Project Schedule and Expenditures - 2024-3rd Qtr

Proj#	Projects	Priority Ranking	Approved Budget	Prior Balance	2024 Jul	2024 Aug	2024 Sep	Project Total	Remaining Budget	% Budget Spent	Current Phase	Estimated Phase Completion
	<i>Unplanned System Repairs</i>											
623	Unplanned System Repair 2024-25		1,500,000	0	0	0	0	0	1,500,000	0.0%	Unplanned	
624	Unplanned Pump, Hydro & Well Repairs 24-25		300,000	0	0	0	0	0	300,000	0.0%	Unplanned	
	Unplanned System Repairs Total		1,800,000	0	0	0	0	0				
	GRAND TOTAL		104,762,779	57,561,968	945,469	475,945	1,030,464	60,013,846	44,748,933	57.3%		

SCOTT H. QUADY, PRESIDENT
DIVISION 2

RAUL AVILA, SECRETARY
DIVISION 1

THIBAUT ROBERT, DIRECTOR
DIVISION 4



ANDY WATERS, VICE PRESIDENT
DIVISION 3

JACQUELYN MCMILLAN, TREASURER
DIVISION 5

KRISTINE MCCAFFREY
GENERAL MANAGER

BOARD MEMORANDUM

Date: December 18, 2024

To: Board of Directors

From: Ian Prichard, Deputy General Manager

Subject: Item 5.F – Adopt the 2024 Strategic Communications Plan

Objective: Provide a structured framework for how the District will communicate with its target audiences and achieve its goals of elevating the District profile and effectiveness through impactful communications.

Recommended Action: Adopt the 2024 Strategic Communications Plan.

Budget Impact: None.

Discussion: Calleguas's 2023 Strategic Plan defined the District's New Model for Resilience as, in part, developing transformative partnerships to ensure water resilience and financial stability. Among its many Objectives, the Strategic Plan called for elevating the District's profile through impactful communications, increasing partnerships and collaboration, effecting positive changes in the water industry, and enhancing legislative and regulatory advocacy.

To determine what those goals look like in action, the District's Public Engagement, Communications, and Legislative Affairs Committee held several discussions about strategic communications and the Board held a two-hour workshop, in February 2024, to provide guidance on critical audiences and develop key messaging priorities. The attached document is the result of that effort.

Staff presented a draft of the 2024 Strategic Communications Plan for Board review at the November 6, 2024 Board meeting. Feedback from that meeting has been incorporated in the final draft.

Attachment:
Strategic Communications Plan, December 2024



2024 STRATEGIC COMMUNICATIONS PLAN



Plan Purpose



Calleguas has a story to tell—a story about its New Model for Resilience. It’s an optimistic story about taking a more active leadership role in the region and entering into transformational partnerships to build a better future. The District will need help to make this future a reality from local partners, elected officials, and the community at large and soliciting that help starts with sharing, as widely as possible, who Calleguas is and what its future looks like.

But the world is noisy. The 24/7 news cycle, streaming video, the ubiquitous podcast, intrusive social media, ads, ads, ads—everything is vying for our attention all the time. The noise is, by and large, distracting, pessimistic, and cynical. That’s what sells.

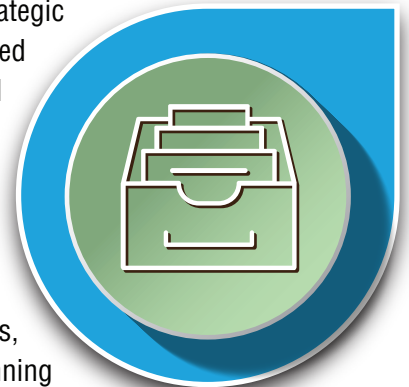
How does Calleguas break through the noise to compete for a portion of the service area’s attention? How does the District get its positive, optimistic— but by necessity complicated—message across in a way ratepayers and elected officials can adopt as a priority of their own?

The answers to these questions form the substance of this Strategic Communications Plan.

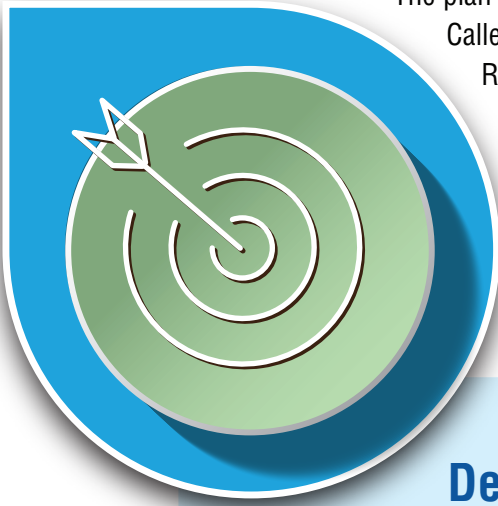
Calleguas’s 2023 Strategic Plan defined the District’s New Model for Resilience as looking to local and regional supplies and new types of transformative partnerships to ensure water resilience and financial stability. It called for, among other Objectives, elevating the District’s profile through impactful communications, increasing partnerships and collaboration, effecting positive changes in the water industry, and enhancing legislative and regulatory advocacy. To determine what those goals look like in action, the District’s Public Engagement, Communications, and Legislative Affairs committee held several discussions about strategic communications and the Board held a two-hour workshop, in February 2024, to provide guidance on critical audiences and develop key messaging priorities. This document is the result of that effort.

Plan Organization

The plan is organized around three main ideas: what the District wants to say, who it wants to say it to, and how it’s going to say it. During its strategic communications planning workshop, the Calleguas Board identified critical audiences, from local residents to state regulators to federal representatives and everyone in between. The Board also discussed the different “channels” the District can use to communicate with these audiences, which range from social media to coalition letters to in-person visits by the Board. These are brought together in eight Audience Profiles demonstrating how the District tailors its messages and engagement strategy based on the audience. The plan gets precise on Key Messages, using language gathered from current Board members during the planning workshop. Key Messages are expected to be refreshed most frequently; the rest of the plan is expected to be updated at the same interval as the District’s Strategic Plan.



Communication Objectives



The plan takes as its organizing principle the three Priorities developed in the Calleguas 2023 Strategic Plan: Delivering Reliable Service, Improving Resilience, and Providing Regional Leadership. The following Objectives illustrate how communications can support implementation of the District's strategic priorities. Through targeted messaging and engagement strategies, the District aims to strengthen trust, enhance awareness, and foster collaboration throughout the Ventura County region and beyond.

Delivering Reliable Service

- **Emphasize Safe and Clean Water:** Communicate the District's commitment to consistently delivering safe, high-quality water that meets or exceeds regulatory standards, fostering public confidence.
- **Strengthen Community Connection:** Engage with local residents to underscore the District's significance, emphasizing that employees are community members invested in the well-being of the region.
- **Demonstrate Financial Transparency:** Convey prudent fiscal management to assure stakeholders of the District's long-term stability and reliability.
- **Highlight Historical Reliability:** Share stories and updates to showcase the District's 70-year history of reliability, emphasizing its commitment to continuous improvement through new projects and collaborations and establishing the District as a trusted entity in water.
- **Showcase Critical Infrastructure:** Highlight key projects such as the Salinity Management Pipeline, Las Posas Aquifer Storage and Recovery Wellfield, Santa Susana Tunnel, and Lake Bard, as well as proactive maintenance, to minimize down time and extend the lifespan of these investments.
- **Promote Water Use Efficiency:** Demonstrate Calleguas's ongoing commitment to water use efficiency by providing regular workshops, classes, and rebates to residents, businesses, and institutions in our service area.

Improving Resilience

- **Impact Through Adaptability:** Raise awareness about the District's resilience strategies for changing hydrological, regulatory, and political climates, including diversification of the District's water portfolio, organizational agility, and working collaboratively at the regional level to address weather whiplash.
- **Manage Risk:** Inform and educate audiences throughout the service area about the District's approach to emergency preparedness and cybersecurity threats.
- **Promote the Workforce of the Future:** Highlight the programs, policies, and exemplary culture that make Calleguas an employer of choice for the Ventura County region and collaborate with regional partners on requisite competencies and training programs for the next generation of water professionals.

Providing Regional Leadership

- **Position Calleguas as an Industry Leader:** Feature efforts and create spaces to promote the District as an organization developing modern, innovative solutions to California's emergent water resources challenges.
- **Drive Advocacy Initiatives:** Communicate advocacy efforts to local, regional, state, and federal entities on key issues, such as Metropolitan Water District of Southern California (Metropolitan) rates, Delta Conveyance Project, and regional legislative advocacy, demonstrating leadership in shaping policies for the region's benefit.
- **Amplify Public Engagement:** Enhance outreach efforts to bolster confidence in Calleguas and elevate public understanding of the District's resilience strategies, including projects and programs emerging from regional and statewide planning efforts.
- **Foster Transformative Partnerships:** Identify opportunities to collaborate with a wide array of regional and local organizations to help promote District projects, programs, and initiatives and identify cross-promotional efforts. Highlight collaborative efforts to address water challenges.
- **Highlight Successful Funding Efforts:** Underscore achievements in obtaining funding to support regional initiatives, demonstrating a proactive approach to securing resources for the region's benefit.

Board Key Messaging Priorities: 2024

At the Board's February 2024 Strategic Communications Plan workshop, Board members shared their views about the District's mission, history, and vision for the future. The concepts and ideas discussed in that setting are outlined below.



1. Regional Supply Diversification: Similar to diversification of a financial portfolio, diversification of water supply is an important strategy in seeking water reliability solutions. Depending upon one source is an outdated approach with inherent risk when that sole source cannot deliver with consistency—as Ventura County learned during the 2022 drought. Calleguas is leading a collaborative regional effort to develop a portfolio of potential water resource enhancement strategies aimed at improving water supply for Ventura County.

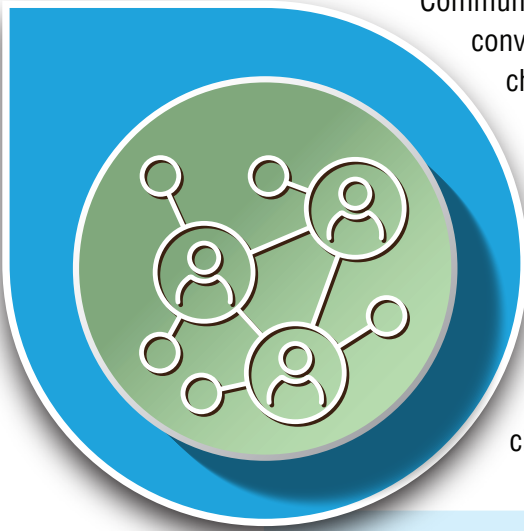
2. Fiscal Responsibility: Calleguas's primary mission is to deliver safe and reliable water in an economically responsible manner. This includes maintaining aging infrastructure as well as judicious planning for both long-term water supply reliability and interruptions resulting from planned outages or natural disaster.

3. A 21st Century Calleguas: The Board-adopted Strategic Plan in August 2023 is a statement of the District's identity, goals, and priorities. While paying homage to the District's longstanding Guiding Principles, the Plan is also future-focused, providing context and deliverables for the New Model for Resilience, which stemmed from the realization that “business as usual” was no longer viable. Between decreasing or flattening demands, increasing Metropolitan rates, and economic volatility, water continues to cost more every year. Through advocacy, water resource development, and community engagement, Calleguas strives to maximize ratepayers' returns on these investments.

4. Partnerships for Mutual Benefit: As outlined in the Strategic Plan, providing reliable water supply and improving resilience requires leadership to explore partnerships: in some cases, transformative ones that have never been explored. As we work to preserve and protect this precious resource, it must be with the recognition on the part of all participants that cooperation and collaboration are essential for success.

5. Our Future Legacy: The District's New Model for Resilience builds on a commitment to resilience, reliability, and high-quality water spanning the seven decades since the District's formation. This commitment guides our work for present and future generations, inspiring innovation, collaboration, and exploration to work toward ensuring a water resilient future for Ventura County residents for decades to come.

Communication Channels



Communication channels are the various platforms and methods used to convey messages and information to different audience types. These channels are crucial for ensuring that the District's messages reach the intended audiences effectively and efficiently. They encompass traditional media like print and broadcast, digital platforms such as social media and email, and interpersonal methods including meetings and community events. The strategic selection and utilization of these channels enable the District to build and maintain relationships, enhance engagement, and achieve communication objectives. By leveraging a mix of channels, messages can be tailored to different audience segments, ensuring clarity, consistency, and maximum impact.

Examples of communication channels:

Meetings/ Briefings

Print Media

- News stories/News releases/Op-eds
- Notices of upcoming events
- Newsletter
- Briefing papers/Talking points
- Media kits
- Flyers/Signage/Brochures
- Reports

Electronic Media

- Social media
- Email blasts
- Radio
- Video

Community Engagement

- District programs
- Speaker presentations
- Trainings
- Conferences
- Promotional giveaways
- Word of mouth



Audience Profiles

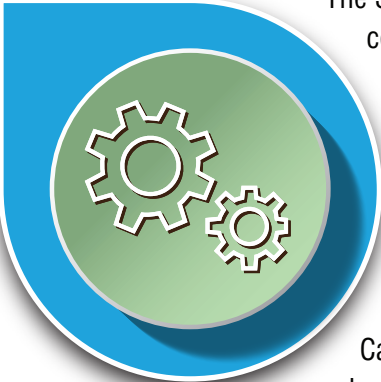
Calleguas engages with different types of audiences in a variety of ways. From ratepayers to purveyors to legislators (and more), each audience has distinct characteristics, interests, knowledge, and goals that require thorough understanding, thoughtful interaction, and tailored messaging.

Eight key audiences were identified as critical to the District's communications strategy:

- 
- ▶ **Community Members**
 - ▶ **Purveyors**
 - ▶ **Regional Partners**
 - ▶ **Associations**
 - ▶ **Metropolitan Water District of Southern California**
 - ▶ **Elected Officials**
 - ▶ **Regulators**
 - ▶ **Media**

Each of these is elaborated on below in an “Audience Profile,” providing an example of how the District modifies key messaging priorities and engagement strategies for different audience types. The “Themes” provide a general tone and level of detail audience members can expect. “Potential Channels” highlight options for Board member interaction; Calleguas staff will employ additional channels as necessary. Both the Board and staff will adapt messages, style, and delivery methods as appropriate. This set of profiles is intended to be illustrative, not exhaustive, and will be reassessed when the plan is updated.

The Plan In Action



The Strategic Communications Plan is a cooperative effort and executing its components will require ongoing coordination between Calleguas Board members and staff. While the plan contains recommended strategies and tactics, communications is a dynamic enterprise and implementing the plan will require adaptation to conditions in the environment and to the District's priorities over time.

Through clear, concise, and deliberate messaging targeted at specific groups, advancing the District's communications, as described in this plan, will support Calleguas's strategic priorities of delivering reliable service, improving resilience, and providing regional leadership.

Community Members

Also called “end users,” these are the customers of Calleguas’s purveyors who use water at their homes, businesses, hospitals, farms, schools, institutions, and parks throughout the service area.



Themes

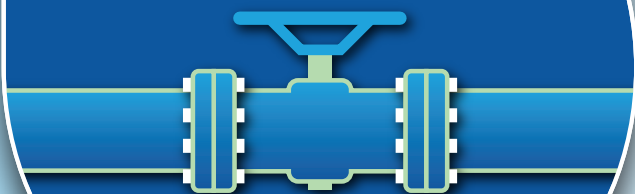
- Calleguas is a crucial link in an intricate, statewide supply chain, distributing water derived from snowmelt from the Sierra Nevada, via Metropolitan, to 19 retail water suppliers across southeastern Ventura County. Approximately three-quarters of the population in Ventura County is either wholly or partially served by Calleguas.
- At Calleguas, we’re committed to being transparent about the cost of water and how we’re working to keep water affordable through smart investments and advocacy.
- Calleguas ensures the delivery of safe and clean water. Our highly trained staff works diligently 24/7 to ensure that your water supply meets or exceeds all state and federal water quality standards, so you can trust every drop.
- Calleguas champions water use efficiency through regular workshops, classes, rebates, and partnerships with purveyors.

Potential Channels

- Board meetings
- Community events
- Media stories
- Public outreach

Purveyors

The 19 retail water providers that distribute water within the Calleguas service area.



Themes

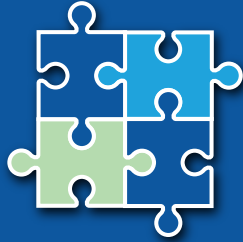
- Our strategic investments in infrastructure and proactive maintenance ensure that you can depend on a steady water supply for your customers.
- We value your partnership. By understanding your unique challenges, we foster a collaborative approach to water management that benefits the region.
- We advocate for policies that ensure your interests are represented.
- Part of the New Model for Resilience is positioning Calleguas as a hub for water resource planning. What that means for your customers is essential to developing projects and programs that meet our regional needs.

Potential Channels

- Monthly purveyor meetings
- Purveyor elected legislative bodies
- Individual meetings
- Public events

Regional Partners

Organizations with similar perspectives and/or shared goals within the region that aren't Calleguas purveyors. These include water suppliers, cities and counties, and other water-related institutions, but could expand to include other like-minded organizations both public and private.



Themes

- Calleguas is leading a collaborative effort to address the challenges of water supply reliability and resilience in our region.
- We are actively pursuing transformative partnerships with organizations seeking ways for the public sector to support a thriving economy and invest in our communities for generations to come.
- Our track record as a regional leader provides the foundation to expand collaborations and develop innovative water supply solutions.
- We aim to add value across the region and are open to new ideas about how we manage and distribute water for greater regional benefit.

Potential Channels

- One-on-one interaction
- Informal gatherings
- Formal interagency meetings
- Calleguas tours/briefings

Associations

Organizations that provide advocacy, training, education, networking, and platforms for collaboration.



Themes

- Calleguas collaborates and aligns advocacy efforts with associations to address water challenges and promote water supply reliability in Ventura County, Southern California, and across the state, leveraging collective expertise and resources.
- Understanding the power of a collective voice, Calleguas participates in industry groups to promote a unified approach to relevant issues.
- Calleguas has some of the best water professionals in the business and we take an active role in the associations we're a part of, contributing our depth of experience to shape regulation and policy, locally, statewide, and federally.

Potential Channels

- Events of local water, public works, and similarly-focused organizations and local chapters of larger organizations
- Networking opportunities
- Working groups
- Committees
- Conferences

Metropolitan Water District of Southern California

Comprised of 26 member agencies providing water to 19 million Southern Californians from the Mexican border to the Calleguas service area, Metropolitan has served as the water wholesaler for Calleguas for six decades, playing a crucial role in the District's, and Ventura County's, development.



Themes

- Our relationship with Metropolitan is dual purpose: we are a member agency relying exclusively on Metropolitan for water supply and a representative and advocate for our 19 retailers.
- Calleguas is committed to being an engaged and productive member of the Metropolitan policymaking process at both the Board and staff levels.
- Calleguas has a fiduciary responsibility to our purveyors to advocate for both cost-effectiveness and fairness in Metropolitan fees and charges.
- Our relationship with Metropolitan requires collaboration in numerous areas, including operational issues, policy development, and funding for purveyor programs.

Potential Channels

- Metropolitan Board and Committee meetings
- Inspection trips
- Special events
- Informal gatherings
- Calleguas Board meetings/tours
- Correspondence

Elected Officials

Representatives at the federal, state, and local levels who have jurisdiction over the areas served by Calleguas



Themes

- Our collective experience across water disciplines makes us a trusted resource for elected officials on all aspects of water management.
- Calleguas is engaging in a deliberative, robust, and interactive process with partners across geographical, jurisdictional, and political boundaries to develop a platform for regional resilience.
- Generational investments in water infrastructure are necessary to continue and improve water supply reliability. We are seeking innovative funding mechanisms to reduce our exposure to future uncertainties and the accelerating rate of regulatory and hydrological change.

Potential Channels

- Calleguas tours/briefings
- Individual meetings in Sacramento/Washington, D.C.
- Correspondence
- Coalition efforts
- Special events
- Metropolitan inspection trips

Media

Radio, television, print, social media platforms, and online sources of news and information to Ventura County and beyond.



Themes

- We welcome opportunities to share the stories, achievements, and challenges that are important to Ventura County residents to foster dialogue and promote transparency.
- Water is full of interesting angles that deeply affect every corner of Ventura County society. Water stories aren't just pumps and pipes—they are about people, history, innovation, politics, and more. We will strive to highlight the human relevance of water-related stories to media audiences.
- The changing climate is frontpage news and water is central to that story. From socioeconomic equity to tribal rights to how we plan for water resilience in our hotter, drier future, every climate-related issue has some nexus to water.

Potential Channels

- Press releases
- Media events
- Interviews
- Videos
- Podcasts
- Social media engagement
- Editorial board meetings

Regulators

Local, state, and federal agency staff responsible for enforcing regulations regarding water quality, environmental compliance, water supply, and land use planning, and more. Engagement in regulatory processes to advance Calleguas's viewpoints, and those of our purveyors, is an essential piece of the District's overall advocacy program.



Themes

- We reject a "one-size-fits-all" approach to water management and instead support adaptable and flexible means to achieve overall policy goals, with implementation left to local decision-makers.
- As a region, we consistently demonstrate that collaborative self-regulation can make meaningful progress towards statewide and regional regulatory goals.
- Calleguas supports regulatory frameworks based on reconciliation ecology. Unlike restoration ecology, which seeks to return ecosystems to a historical state, reconciliation ecology offers a pragmatic approach to regulations by promoting coexistence between human activities and ecological functions.
- Ever-expanding regulations compound the challenges posed by a changing climate, aging infrastructure, and other economic pressures. The costs of regulations should be borne equitably across responsible parties.

Potential Channels

- Correspondence
- Board actions
- Invited testimony
- Public comments



For More Information...
Call: **805.526.9323**
Email: **Info@calleguas.com**
Visit: **Calleguas.com**

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THIBAUT ROBERT, DIRECTOR
DIVISION 4

KRISTINE MCCAFFREY
GENERAL MANAGER



BOARD MEMORANDUM

Date: December 18, 2024

To: Board of Directors

From: Tricia Ferguson, Assistant Manager of Human Resources and Risk Management

Subject: Item 5.G – Adopt Proposed Changes to the District’s Administrative Code

Objective: Update the Administrative Code to incorporate recent organizational changes and other necessary modifications and updates.

Recommended Action: Adopt proposed changes to the District’s Administrative Code.

Budget Impact: None

Discussion: The purpose of this action is to change the District’s Administrative Code to reflect:

- General
 - Updates to terminology
 - Corrections to formatting, punctuation, etc.
- Substantive changes:
 - 2.6(b) Election of Board Officers: Added “member” to the list of possible board committee assignments. This clarifies that each committee can have a chair, member, and one or more alternate members.
 - 2.11.1 (d) Compensation and Reimbursement General Rules: Added language to limit the number of conferences requiring travel and an overnight stay to two conferences per Fiscal Year. Anything above two will require approval from the President or Board. This is consistent with what is budgeted per Director.
 - 2.11.3 (a)(3) Travel: Revised language to be more concise. Added requirement to submit conference itinerary with reimbursement request.
 - 2.13.4 Rules of Conduct: Added language addressing the expression of opinions on social media.

- 4.5(g) General Manager General Duties: Added language authorizing the General Manager to respond to claims on the District's behalf.
- 12.4.2.3(c) Holiday Pay: Added clarifying language to reflect how working operators are paid on holidays.
- 12.5.1.4(e)(1) Medical Benefits for Retired Employees: Updated formula to include PPO plans.

A redline copy of the applicable sections of the Administrative Code is provided in the packet to show proposed changes from the current version.

Attachment:

Administrative Code with proposed changes shown in redline/strikeout



Calleguas Municipal Water District Administrative Code

December 18, 2024~~July 17, 2024~~

Disclaimer: This Administrative Code reflects the action of the Board of Directors of Calleguas Municipal Water District as of the date set forth above and may not reflect the most current actions of the Board. In case of any discrepancy between this version and the official records of Calleguas Municipal Water District, the official records will prevail.

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PART 1 - GENERAL PROVISIONS

1.1 FORMATION AND GENERAL PURPOSE OF THE DISTRICT

Calleguas Municipal Water District (District) was formed on December 10, 1953 under the California Municipal Water District Act of 1911. The general purpose of the District is to provide its service area with a reliable supply of regional and locally developed water.

1.2 TITLE AND PURPOSE OF THE ADMINISTRATIVE CODE

This Administrative Code shall be known as the "CALLEGUAS MUNICIPAL WATER DISTRICT ADMINISTRATIVE CODE" and is sometimes referred to as the "Administrative Code" or the "Code". This Code contains certain operational policies of the District and supersedes and replaces Ordinance No. 13 (which was repealed by the District in 2002) and all previously adopted versions of the Code.

1.3 DEFINITIONS

As used in this Code, unless otherwise specifically provided or the context otherwise requires:

"Auditor" refers to the firm which performs an annual audit of the District's financial statements and internal financial controls.

"Board" refers to the Board of Directors of Calleguas Municipal Water District.

"Board Officers" or **"officers"** refers to the then serving officers appointed by the Board from among the Board members as provided in this Code.

"Deputy General Manager" refers to the then serving Deputy General Manager of the District.

"Director" refers to an elected or appointed member of the Board.

"District" refers to Calleguas Municipal Water District.

"District Counsel" refers to the then serving legal counsel to the Board.

"Employee" refers to a District employee.

"General Manager" refers to the then serving General Manager of the District.

“Metropolitan” or “MWD” refers to The Metropolitan Water District of Southern California.

"Person" refers to any person, firm, or legal entity.

"President" refers to the Director then serving as President of the Board.

"Secretary of the Board" refers to the Director then serving as Secretary of the Board.

“Clerk of the Board” refers to the then serving Clerk of the Board of the District.

"State" shall mean the State of California.

"Treasurer" refers to the Director then serving as Treasurer of the Board.

"Vice President" refers to the Director then serving as Vice President of the Board.

1.4 INTERPRETATION

Wherever these policies and procedures refer to certain provisions of California law, including without limitation certain sections or provisions of the Brown Act, the Water Code, the California Environmental Quality Act (CEQA), and the Government Code, it is understood that the entire applicable law shall govern, and these policies and procedures shall not serve as a substitute for review of the entire applicable law then in effect. If reference is made to any portion of this Code, or to any ordinance or resolution of the District, the reference shall apply to all amendments and additions thereto.

1.5 MAINTENANCE

A copy of this Code shall be distributed to each Director and to such other persons as the General Manager or the Board deems appropriate. At least once every three years, and otherwise as needed as determined by the Board, the General Manager will review this Code and prepare and present revisions to the Board for consideration.

1.6 ACTS BY DEPUTIES

Whenever a power is granted to, or a duty is imposed upon, an officer or Employee of the District, whether by statute, ordinance, resolution, or order of the Board, the power may be exercised, or the duty may be performed by a deputy, assistant, or Employee authorized by such officer or Employee.

1.7 SEVERABILITY

If any part of this Code is, for any reason, held to be invalid or unenforceable, such decisions shall not affect the validity of the remaining portions of this Code.

1.8 AMENDMENT

This Code may be amended, modified, changed or repealed only by action of the Board, in its sole discretion.

1.9 GENDER, TENSES, AND NUMBER

As used in this Code, the present tense includes the past and future tenses, and the future tense includes the present tense; the masculine gender includes the feminine gender, and the feminine gender includes the masculine gender; and the singular includes the plural, and the plural, the singular.

PART 2 - BOARD OF DIRECTORS

2.1 ELECTION

Members of the Board are elected to office in accordance with applicable law including the provisions of the Municipal Water District Law of 1911. Each Director shall hold office for a term of four years from and after the date of taking office. A Director may be elected to multiple terms in accordance with applicable law.

2.2 APPOINTMENT

When a vacancy occurs on the Board, the remaining members of the Board may fill such vacancy by appointment in accordance with California Water Code Section 71254 and California Government Code Section 1780, or the corresponding provisions of any successor statute.

2.3 OATH OF OFFICE

Persons elected to the Board shall take office at the end of the first Board meeting in December conducted after the final certification of the general election. Persons elected and/or appointed to the Board shall take the required oath of office prior to assuming office. A Notary Public or Deputy County Clerk shall administer the oath. See Elections Code Sections 10505, 10507, 10551 and 10554.

2.4 DIVISIONS AND REAPPORTIONMENT

The District is divided into five Divisions as shown on the Official Map of Division Boundaries on file at the County of Ventura Elections Division. Each Division is represented by one Director who shall be a resident of the Division. Notwithstanding the foregoing, the District is subject to re-division in accordance with the procedures set forth in California Water Code Section 74450 – 74470 et seq.

2.5 POWERS

All powers of the District shall be vested in the Board except for those powers delegated to the General Manager as set forth herein; in the California Water Code; and in the Ordinances and Resolutions of the District; or as otherwise delegated by the Board.

2.6 ELECTION OF BOARD OFFICERS

- (a) At the first meeting in January of the year following any election at which any Director is elected, the Board shall vote for one of its members as its presiding officer, who shall have the title of President of the Board. At the same time, the

Board shall also vote for Directors to serve as Vice President, Treasurer, and Secretary of the Board. The Board may, at any time by vote, modify one or more officer assignments. The newly elected officers shall take office at the conclusion of the meeting at which they are elected unless the Board designates another time.

- (b) The selection of Board members by consensus to serve on committees of the District and representative positions at other organizations will occur at the second meeting in January of the year following any election. This includes the assignment of chairperson, member, and alternate responsibilities for District committees, and representative and alternate positions at other organizations. The Board may, at any time by vote, choose to modify one or more committee assignments and/or representative positions at other organizations.
- (c) Votes as contemplated under this section will be placed on the Board agenda in accordance with the Brown Act and this Code.

2.7 DESIGNATION OF METROPOLITAN BOARD REPRESENTATIVE

The District's representative(s) to the Metropolitan Water District of Southern California Board of Directors will be selected by a vote of the Board, as authorized in the Metropolitan Water District Act, Section 51 and in accordance with the timeframe established in section 2.6(b) above.

2.8 GENERAL DUTIES

The Board of Directors shall:

- (a) Establish the District's policies, mission, and goals by vote at public meetings and hold the General Manager responsible if the policies, mission, and goals of the District are not implemented.
- (b) Assure that the District is responsive to the interests of those it represents.
- (c) Comply with the law and use District powers lawfully.
- (d) Insist that critical and strategic information from which to make decisions and exercise judgments is available in a timely manner.
- (e) Assist staff by assessing issues from a broader perspective, providing outside perspective and guidance.
- (f) Protect the assets of the District.
- (g) Assure that the District is well managed.

- (h) Select the District's officers, General Manager, District Counsel, and Auditor in accordance with California Water Code Section 71340.
- (i) Assure that the District's long-term plans are designed to meet the District's mission and purpose.
- (j) Review and assess long-term planning for the District.
- (k) Establish policies that will provide for the effective conduct of the Board's meetings.
- (l) Be prepared for the meetings of the Board.
- (m) Approve and adopt the annual budget and any amendments thereto.
- (n) Approve and adopt a salary schedule and positions set forth in the organization chart for District Employees and any amendments thereto.
- (o) File Form 700 Statements of Economic Interests as required by the District's Conflict of Interest Code.
- (p) Participate in two hours of sexual harassment prevention training every two years in accordance with Government Code Section 12950.1.
- (q) Participate in ethics training every two years in accordance with California Government Code Section 53235, including at least two hours of training in ethics principles and ethics laws relevant to his or her public service.

2.9 LEAVES OF ABSENCE

In accordance with California Government Code Section 1062, no Director shall absent himself or herself from the State for more than 60 days, unless the absence is for District business or has been approved by the Board. In the case of illness or other urgent necessity, a quorum of the Board may approve an extension of a Director's absence from the State.

2.10 BOARD DIRECTION TO DISTRICT STAFF

- (a) The Board provides guidance and instruction to the General Manager. Individual Directors shall not instruct the General Manager in the execution of his or her powers and duties.
- (b) All general business of the District, including requests for information and instructions to Employees, are to be conducted through the General Manager,

or in the absence of the General Manager, the Deputy General Manager. The exceptions to this limitation are: (1) coordination with the Clerk of the Board related to a Director's duties described in Part 6 this Code, (2) coordination with the Manager of Human Resources and Risk Management on a Director's District-provided benefits, and (3) coordination between the Board Treasurer and the Manager of Finance on District financial matters.

- (c) The General Manager shall promptly provide information requested by Directors as necessary to assist in decision making and policy direction. Routine requests by individual Directors for readily available written information, documents, reports, studies, analyses, or compilations shall not require formal Board approval. If requests for staff assistance or for such information or documents are estimated to require more than four hours of staff time or consulting time, or if they will require less than four hours but are of a recurring nature, these requests shall be submitted in advance to the Board of Directors by the individual Director for formal approval.

2.11 COMPENSATION AND REIMBURSEMENT

2.11.1 GENERAL RULES

- (a) Compensation and reimbursement of expenses for Directors is authorized by, and subject to, California Water Code Sections 71255 et seq. and 20200 et seq., and California Government Code Section 53232.
- (b) The Board's compensation rules and rates are set forth in District Ordinance No. 15. Annually, the Board will review the compensation paid to Directors and may make changes to the established compensation rate by amending Ordinance No. 15 and setting a new compensation rate in accordance with applicable law.
- (c) Subject to Ordinance No. 15 and applicable law, Directors may be compensated for each day's attendance at meetings of the Board and for each day's service to the District rendered at the request of the Board or the General Manager not exceeding a total of 10 days in any calendar month. Any Director who represents the District on the Metropolitan Board is also entitled to receive compensation and expense reimbursement from the District with respect to such service for a total of 10 additional days in any calendar month.
- (d) Directors may receive compensation and expense reimbursement from the District for two conferences each Fiscal Year that require travel and an overnight stay. Any conferences above two per Fiscal Year require prior approval of the President or Board.

(e) Subject to the requirements of California Government Code Sections 53232.2 and 53232.3, a Director may be reimbursed for any actual and necessary expenses incurred in the performance of duties required or authorized by the Board, including, without limitation, reimbursement for authorized travel and other expenses when on official duty or when acting on behalf of the Board.

(fe) Board Members shall provide a brief oral report on each compensable meeting attended at the next regularly scheduled Board meeting.

2.11.2 AUTHORIZED ACTIVITIES AND EXPENSES

The guidelines set forth below are provided to clarify activities by Directors that are authorized for compensation and reimbursement. However, such guidelines always remain subject to applicable law including, without limitation, California Government Code Sections 53232 et seq. and California Water Code Sections 20201, 20202, 71255 and 71256, as may be amended from time to time:

- (a) Only one day's compensation may be paid for activities performed within a calendar day. Example: If a Director attends a Board meeting and another authorized meeting on the same date, the Director shall only be entitled to compensation for one meeting. However, reimbursement for compensable mileage, meals, and other expenses may be paid for both meetings.
- (b) Directors are authorized to receive compensation and reimbursement for expenses for the following:
 - (1) Attending regular and special meetings of the Board.
 - (2) Performing necessary duties associated with, and required of, an elected official serving on the Board, including participation in required training, either in person or via remote means.
 - (3) Representing the District in any of their collateral assignments.
 - (4) Representing the District when requested by the Board, the President, or the General Manager, including attendance at other meetings or functions of government agencies (State, County, and City), Member Agencies (per Ordinance 12), associations, committees, etc.
 - (5) Representing the District outside of the State with prior approval of the Board.

- (6) Participating in activities related to the District's mission and purpose with prior approval of the President or Board.
 - (7) Participating in conference calls of more than one-half hour's duration which are for the purpose of any of the items listed above, subject to applicable approvals.
 - (8) Travel to or from an authorized activity when it is impractical to travel on the same day as the activity.
- (c) A Director may elect not to receive compensation and/or reimbursement for expenses for any authorized activity.
 - (d) A Director may appeal to the Board any recommendation of the General Manager or decision by the President to deny authorization for compensation and reimbursement.
 - (e) A Director shall secure prior approval of the Board before incurring expenses for hosting conferences, receptions, meetings, group meals, or other activities related to the duties of a Director, other than activities paid for at the Director's personal expense.
 - (f) Agenda packets are sent by electronic means and the District will purchase the following:
 - (1) A District-owned laptop computer, electronic tablet device, and necessary accessories. The District will not pay for any charges associated with a data service plan. When the Director leaves office, they may either return the aforementioned equipment to the District or reimburse the District for the depreciated value of the equipment.
 - (2) A District-owned color ink jet printer or similar, paper, and ink cartridges so that the Director may print the packets at home. When the Director leaves office, they may either return the printer to the District or reimburse the District for the depreciated value of the printer.

2.11.3 TRAVEL

- (a) The District shall reimburse a Director for his or her actual and necessary expenses for approved travel as follows:
 - (1) All expenses must be ordinary and necessary for the conduct of

District business.

(2) Authorized expenses while traveling overnight on District business may include, but are not limited to, meals, lodging, baggage handling, tips, transportation costs only to and from the destination required for business purposes, and any other reasonable incidental expenses of the trip which are District related rather than personal in nature. Disallowed expenses include, but are not limited to, personal telephone calls, laundry service, and in-room movies. If a family member or guest accompanies the Director, lodging expenses may only be reimbursed at the applicable rate for a single room to be occupied by only one person. Travel costs, meals and all other incidental expenses for a family member or guest are not authorized for payment from District funds.

(3) Directors have the option to select either reimbursement at 1.5 times the Government Per Diem Rate for Meals and Incidentals (www.gsa.gov/perdiem) for the closest area to where the meal is consumed (M&I Rate) or reimbursement for actual costs of meals. The method of reimbursement selected will apply for all days of the trip. When submitting a request for reimbursement for meals while attending a conference, an itinerary of the conference must be submitted with the request. The itinerary must include a schedule that includes all meals provided by the conference. When the conference attended provides meals as part of the registration fee, the meal is not eligible for reimbursement.

(i) If reimbursement for the actual costs of meals is selected, the following guidelines apply.

a. Expenses may include the cost of meals and non-alcoholic beverages. Under no circumstances will the District pay for or reimburse for any expenses associated with the purchase or consumption of alcoholic beverages.

b. Itemized receipts must be submitted to substantiate the actual cost of meals.

c. The reimbursement amount shall not exceed 1.5 times the M&I Rate.

d. Any reimbursement greater than 1.0 times the

M&I Rate is considered taxable by the Internal Revenue Service and will be added to the Director's taxable wages.

(ii) The following guidelines apply to reimbursement at 1.5 times the M&I Rate.

~~a. Itemized receipts need not be submitted. The M&I rate prorates a percentage of the daily rate to each meal. Breakfast is 20%, Lunch is 25%, and Dinner 55% of the daily M&I rate. These values apply only to days when fewer than three meals are reimbursed.~~

~~a. Per diem rates must be adjusted in the following circumstances:~~

~~b. On the first and last days of travel, the Director is entitled to per diem reimbursement for only those meals eaten while traveling.~~

~~c. When the conference attended provides meals as part of the registration fee, the meal is not eligible per diem rate for that day will be reduced by the appropriate percentage for the meal provided.~~

~~c. Any reimbursement greater than 1.0 times the M&I Rate is considered taxable by the Internal Revenue Service and will be added to the Director's taxable compensation.~~

(4) Transportation shall be selected based on the lowest overall cost to the District after all costs are considered. All airline travel shall only be by airplane coach or economy class except when coach or economy seats are unavailable at the time of ticketing, or where a physical problem, essential business, or exceptional circumstance warrants travel in a higher class.

(5) A Director who purchases airline tickets for the purpose of combining personal travel with District travel, or for travel with a family member, shall only be reimbursed for the cost of the Director's ticket which is required for the work-related purpose of the travel.

- (6) A Director shall not be reimbursed by the District for an expense reimbursed by another party.
- (b) Directors who incur expenses on behalf of the District, or who travel on or engage in District business which requires the expenditure of funds on their behalf, shall prepare an expense claim form to document, substantiate, and account for, all expenses.
 - (1) All reimbursement claims shall be submitted to the Clerk of the Board before reimbursement will be made.
 - (2) Receipts and itemized bills must be attached.
 - (3) When claiming expenses for business purposes for one or more guests, the original receipt and an itemized bill stating the amount of the meal, a description of the purpose of the meal and the names of the people present and their affiliations shall be provided.
 - (4) Requests for payment at 1.5 times the M&I rates do not require documentation.
- (c) Individual expenses incurred by and for a Director and reimbursed by the District exceeding \$100.00 shall be reported in an annual report as required by law.

2.12 BENEFITS

This paragraph outlines the benefits that are either provided or available to Directors. Although the District may provide other benefits to its Employees, benefits not listed in this paragraph are not provided to the Directors.

- (a) The premiums for the following benefits are fully paid by the District:
 - (1) Workers Compensation
 - (2) Medical coverage
 - (i) The District will pay the full cost of medical insurance premiums as follows:
 - a. Directors seated prior to December 1, 2012
(Director and dependents)

- b. Directors seated on or after December 1, 2012
(Director only)
 - (ii) Board Members may change the Level of Enrollment and Style of Coverage as allowed by the enrollment rules published by CalPERS.
 - (3) Dental coverage (Director and dependents) (consistent with the coverage described in Section 12.5.2 of this Code)
 - (4) Vision coverage (Director and dependents) (consistent with the coverage described in Section 12.5.2 of this Code)
 - (5) Group Life Insurance (Director only) (consistent with the coverage described in Section 12.5.6 of this Code, except that the coverage amount shall be up to \$25,000)
- (b) Federal taxes associated with Medicare and Social Security are paid by the District and withheld from compensation for Board members who are not exempt from such taxes as required by law.
- (c) The following benefits are available to Directors; however, all costs associated with these benefits are the responsibility of the Director:
 - (1) Deferred Compensation (consistent with the plan described in Section 12.5.3 of this Code)
 - (2) Flexible Spending Account (IRS 125 Program for unreimbursed medical and dependent care expenses; see Part 12 of this Code)
 - (3) Medical coverage for dependents of Directors seated on or after December 1, 2012

2.13 MEETINGS AND MINUTES

2.13.1 GENERAL

- (a) All proceedings of the Board and any Advisory Body (as defined below) shall be held in accordance with the applicable provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.) as amended from time to time (the "Brown Act"). Should any of the following provisions conflict with any of the provisions of the Brown Act, the Brown Act shall be deemed controlling.

- (b) All meetings of the Board and any Advisory Body shall be open to the public and all persons shall be permitted to attend except as otherwise provided in the Brown Act.
- (c) As used herein:
 - (1) “Advisory Body” means a “legislative body” as defined in Section 54952(b) of the Brown Act including any decision-making or advisory body created by ordinance, resolution, or formal action of the Board. In accordance with Section 54952(b), an advisory committee composed solely of two or fewer members of the Board is an Advisory Body only if the committee has continuing subject matter jurisdiction or meets pursuant to a schedule fixed by ordinance, resolution, or formal action of the Board.
 - (2) “Meeting” means any congregation of a majority of the members of the Board or Advisory Body at the same time and location (including teleconference location as permitted by Section 54953 of the Brown Act) to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board or Advisory Body.
 - (3) “Member” means a Director or a member of an Advisory Body or any person elected or appointed to serve as a Director or member who has not yet assumed the duties of office.
- (d) A majority of the Members of the Board or Advisory Body shall not, outside a meeting authorized by the Brown Act, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board or the Advisory Body.
- (e) Nothing contained herein shall be construed as preventing an Employee or official of the District from engaging in separate conversations or communications outside of a meeting with Members of the Board or the Advisory Body in order to answer questions or provide information regarding District business, as long as that Employee or official does not communicate to members of the Board or Advisory Body the comments or position of any other Member or Members of such body. Furthermore, the meeting requirements of the Brown Act shall not apply to any of the situations described in Section 54952.2(c) of the Brown Act including the following:
 - (1) Individual contacts or conversations between a Member of the Board or Advisory Body and any other person that do not violate subsection (d) of this Section.

- (2) The attendance of a majority of the Members of the Board or Advisory Body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the Board or Advisory Body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, any business of a specified nature that is within the jurisdiction of the District.
- (3) The attendance of a majority of the Members of the Board or Advisory Body at any of the following events or gatherings, provided that a majority of the Members do not discuss among themselves, other than as part of the scheduled meeting or program, business of a specific nature that is within the jurisdiction of the Board or Advisory Body:
 - (i) An open and publicized meeting organized to address a topic of local community concern by a person or organization other than the District;
 - (ii) An open and noticed meeting of another body of the District, or an open and noticed meeting of a legislative body of another local agency; or
 - (iii) A purely social or ceremonial occasion.
- (4) The attendance of a majority of the Members of the Board or Advisory Body at an open and noticed meeting of a standing committee of the Board or Advisory Body, provided that the Members of the Board or Advisory Body who are not Members of the standing committee attend only as observers.
- (f) All regular meetings of the Board and all meetings of any Advisory Body shall be held within the boundaries of the District except as follows:
 - (1) To comply with State or Federal law or court order;
 - (2) To inspect real property or personal property that cannot be moved;
 - (3) To meet on a multi-agency matter at the facility of one of the participating agencies;
 - (4) To discuss legislative or regulatory matters with state or federal officials;

- (5) To discuss matters relating to a District facility at the facility; and
- (6) To consult with legal counsel at counsel's office if so doing will result in a reduction in cost to the District associated with the meeting.

2.13.2 REGULAR/SPECIAL/EMERGENCY MEETINGS

- (a) The Board shall hold regular meetings on the first and third Wednesday of each month at the hour of 4:00 p.m., unless otherwise noticed in accordance with applicable law, at the District's headquarters located at 2100 E. Olsen Road, Thousand Oaks, California. A regular meeting may be adjourned by the Board or by less than a quorum to another time. An adjourned regular meeting is a regular meeting for all purposes if held within five days of the regular meeting. If the adjourned meeting is held more than five days after the regular meeting, a new agenda shall be posted.
- (b) In accordance with Section 54956 of the Brown Act, special meetings may be called by the President (or, in the absence of the President, by the Vice President) or by a majority of the Board upon 24 hours' notice to each Director.
- (c) In accordance with Section 54956.5 of the Brown Act, in the event of an "emergency situation" the Board or Advisory Body may hold a special emergency meeting without complying with the 24-hour notice requirement or agenda posting required for special meetings, if prompt action is necessary due to disruption or threatened disruption of District facilities. An "emergency situation" includes both an "emergency" and a "dire emergency" as determined by a majority of the Board. An "emergency" is a work stoppage, crippling activity, or other activity that severely impairs public health or safety, and a "dire emergency" is a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that providing the one hour notice of meeting required for an emergency would endanger public health or safety. In accordance with Section 54956.5(b)(2) of the Brown Act, notice of the emergency meeting must be given to each local newspaper and radio and television station that has requested notice of special meetings at least one hour prior to the meeting in the case of an emergency meeting and at or near the time notice is given to the Board Members in the case of a dire emergency. The Board or Advisory Body may meet in closed session during any emergency meeting in accordance with the Brown

Act if agreed to by at least two-thirds of the members of the Board or Advisory Body, or if less than two-thirds of the Members are present, by unanimous consent of the Members present. Except as provided herein, all emergency meetings shall be held in accordance with all other special meeting requirements.

- (d) Each Advisory Body may establish a time and place for regular meetings and may call special meetings and emergency meetings in the same manner as the Board.

2.13.3 RECORD OF PROCEEDINGS

- (a) The Clerk of the Board shall record minutes showing action taken by the Board at regular, special and emergency meetings. The approved minutes shall be available for public inspection.
- (b) Any person attending an open meeting of the Board may record the proceeding on audio or video media unless the Board finds the recording cannot continue without noise, illumination or obstruction of view constituting a persistent disruption of proceedings.

2.13.4 RULES OF CONDUCT

- (a) The affirmative vote of at least three Directors is necessary for the Board to take action. The Board shall take action by motion, resolution or ordinance. All votes will be by roll call vote.
- (b) Neither the Board nor any Advisory Body shall take action by secret ballot, whether preliminary or final.
- (c) Advisory Bodies shall adopt rules of order appropriate to their work.
- (d) If any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend such a session. The Board may establish a procedure for readmitting individuals not responsible for willfully disturbing the orderly conduct of the meeting.
- (e) In addition to the authority granted in section (d) above, the presiding member of the Board conducting a meeting, or their designee, may

remove or cause the removal of, an individual for disrupting the meeting. Prior to removing the individual, the presiding member or their designee shall warn the individual that their behavior is disrupting the meeting and that failure to cease their behavior may result in removal. The presiding member or their designee may then remove the individual if they do not promptly cease their disruptive behavior. For the purposes of this section, “disruptive” means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the ordinary conduct of the meeting.

(f) The Board shall not prohibit public criticism of the policies, procedures, programs or services of the District or of the acts or decisions of the Board. However, no privilege or protection is hereby conferred for expression beyond that otherwise provided by law.

(g) Any expression of a Director’s opinion must not appear to be as a representative of the District. Directors that participate in social media and express personal views related to Calleguas and the business of the District must incorporate language clarifying that the views expressed are their personal views and not those of Calleguas.

2.13.5 AGENDA

(a) In consultation with the Board President, the General Manager will develop the agenda for each Board meeting. In addition to those agenda items set by the General Manager, any Director or District Counsel may request an item be placed on a future Board meeting agenda during Board discussion of future agenda items.

(b) At least 72 hours before a regular meeting or adjourned regular meeting, or at least 24 hours prior to a special meeting, the Clerk of the Board shall post an agenda specifying the time and location of the meeting. The agenda shall be posted in a location that is freely accessible to the public and shall contain a general description of each item of business to be transacted or discussed at the meeting, including the items to be discussed in closed session.

(c) The agenda for all meetings shall include the opportunity for the public to address the Board prior to taking action on any matter. The agenda for regular and adjourned regular meetings shall include the opportunity for the public to address the Board on matters within the jurisdiction of the District that are not on the agenda and for those items that are on the agenda but which are not action items.

- (d) Except as otherwise provided herein, no substantive discussion shall occur nor action shall be taken on matters not shown on the posted agenda. However, Directors may briefly respond to statements made or questions posed during public comment, request clarification, provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting, or direct staff to place a matter of business on a future agenda. The Board may take action on items not appearing on the posted agenda under any of the following conditions, provided that prior to discussing such item the Board publicly identifies the item:
 - (1) Upon a determination by a vote of the Board that an emergency situation exists, as defined in Section 54956.5 of the Brown Act.
 - (2) Upon a determination by a two-thirds vote of the Board present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.
 - (3) The item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.
- (e) The agenda shall describe matters to be discussed in closed session in substantially the form specified for such matter in Section 54954.5 of the Brown Act.
- (f) Prior to adoption of any new or increased general tax or assessment the Board shall comply with the 45-day public notice and public meeting and hearing procedures specified in Section 54954.6 of the Brown Act.

2.13.6 CLOSED SESSIONS

- (a) The Board may conduct a closed session to discuss and consider those items authorized for closed session under the Brown Act. By way of example, but without limitation, the Board may conduct a closed session to:
 - (1) Consider property acquisition or disposition by eminent domain or otherwise;

- (2) Consider pending or potential claims or litigation;
 - (3) Consider threats to public services or facilities;
 - (4) Consider the appointment, promotion or job performance of Employees;
 - (5) Consider charges levied against an Employee;
 - (6) Establish the District's position regarding Employee negotiations; or
 - (7) Conduct any District business when public session is not possible due to riot or other interruption.
- (b) Action taken in closed session and the vote, abstention, or absence of each member shall be reported in accordance with the Brown Act (California Government Code §54957.1).

2.13.7 MINUTES

- (a) The Clerk of the Board shall prepare or delegate the preparation of written minutes of each meeting reflecting all official actions taken by the Board, the disposition of all items on the agenda, specific statements of Directors requested by them to be included when related to reasons for voting in a specific manner, and matters requested by a Director to be included as an agenda item for the meeting. The number and title of all ordinances and resolutions shall appear in the minutes.
- (b) Written minutes must be approved by a vote of the Board and signed by the Secretary of the Board. Original copies of all minutes will be maintained in the District's minute books maintained by the Clerk of the Board.

PART 3 - BOARD OFFICERS

3.1 ELECTION

The Board Officers shall be elected as provided in Part 2 of this Code.

3.2 DUTIES

3.2.1 PRESIDENT OF THE BOARD

The President may make and second motions and shall have a voice and vote in all proceedings. The President shall:

- (a) Preside over all meetings of the Board including:
 - (1) Opening the meeting at the appointed time, calling the meeting to order, and determining that a quorum is present;
 - (2) Announcing each item of business on the agenda and the recommended motion;
 - (3) Calling for motions;
 - (4) Calling for public participation during meetings, when appropriate;
 - (5) Determining questions of order and enforcing rules of the Board;
 - (6) Ensuring that all members of the Board have an equal opportunity during discussion of issues. The President may be involved in discussion on any matter, but his or her right to expression shall be not greater than that of any other Director;
 - (7) Stating the motion and announcing passage or failure;
 - (8) Opening, conducting, and closing public hearings;
 - (9) Adjourning meetings of the Board;
 - (10) Reviewing each report which they receive through the confidential employee hotline and taking the necessary action(s) to address the concerns raised.

- (b) Lead the discussion for selection by consensus of members to serve on committees of the District and representative positions at other organizations in accordance with section 2.6(b), including the assignment of chairperson and alternate responsibilities for District committees, and representative and alternate positions at other organizations.
- (c) Develop the Board agenda in consultation with the General Manager.
- (d) Set the time and place for any special meeting of the Board.
- (e) Represent the District in public ceremonies.
- (f) Serve as public spokesperson of the District and express the approved policy of the District when called upon to do so.

3.2.2 VICE PRESIDENT

The Vice President of the Board shall:

- (a) Perform all the duties of the President during the absence of the President.
- (b) Act in the place of the President, if for any reason the position of President is vacant, until a new President is selected.

3.2.3 SECRETARY OF THE BOARD

The Secretary of the Board shall:

- (a) Perform all the duties of the President during the absence of the President and Vice President.
- (b) Attest to the signature of the President of the Board on all ordinances, resolutions, and minutes.
- (c) Certify the Board meeting minutes.
- (d) Perform all the duties of the Treasurer during the absence of the Treasurer.

3.2.4 TREASURER

The Treasurer shall:

- (a) Generally, review checks presented for the payment of District obligations, and available supporting documents, for accuracy.
- (b) Review monthly investment and disbursement reports, budget documents, and financial reports made to the Board.
- (c) Have authority to co-sign disbursement vouchers and wire transfers.
- (d) Perform all the duties of the Secretary during the absence of the Secretary.

PART 4 - GENERAL MANAGER

4.1 GENERAL POWERS

The General Manager is the chief executive officer of the District. Subject to applicable law, the General Manager's general powers and authority are as set forth by the Board in the form of ordinances, resolutions, motions and this Code. The General Manager shall be responsible to the Board for, and have jurisdiction over, the proper administration of all affairs of the District, as established by the Board, including those matters specified herein and in California Water Code Sections 71362 and 71363.

4.2 SIGNATURE AUTHORITY

In addition to the documents signed by the General Manager in the ordinary course of administering the affairs of the District, the General Manager is specifically authorized by Ordinance No. 18, as may be amended by the Board from time to time, to enter into and sign certain documents and instruments for and on behalf of the District, either alone or together with certain officers as specified in Ordinance No. 18.

4.3 COMPENSATION

The General Manager shall be paid a salary commensurate with his or her responsibilities, which salary shall be established by contract and any adjustments subject to approval by the Board. Under the terms of the contract with the District, the General Manager serves at the discretion of the Board.

4.4 EMERGENCY POWERS

- (a) The General Manager has the authority to declare an emergency, which allows the General Manager to take the actions described herein if the General Manager determines that the District's ability to provide services is jeopardized by unanticipated events. If an emergency has been declared, and is continuing as provided herein, the General Manager is empowered to take those actions authorized under California Public Contract Code Section 22050, including the authority to repair or replace public facilities, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. The General Manager shall maintain good and accurate records of all purchases made under the authority of this Section.

- (b) If an emergency is declared as provided in subsection (a), the Board shall review the need for continuation of the emergency, and the actions taken by the General Manager, in accordance with applicable law including California Government Code Section 8630. At each Board meeting at which the emergency is considered, the General Manager shall report to the Board justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency. The Board shall declare the termination of the emergency at the earliest possible date that conditions warrant.

4.5 GENERAL DUTIES

- (a) The General Manager shall have the full power and authority to employ and discharge all Employees (other than those officers appointed by the Board in accordance with California Water Code Section 71340) at his or her pleasure and prescribe their duties and fix their compensation, subject to salary ranges and numbers and types of positions approved by the Board. Salaries will be identified on the salary schedule adopted and amended by the Board.
- (b) Additionally, the General Manager is authorized to employ additional assistance as may be required from time to time as determined by the General Manager:
 - (1) To provide substitutes for Employees on leave;
 - (2) To fill a position in advance of termination or retirement of an Employee currently occupying that position;
 - (3) To temporarily (for a period of less than 12 months) add or reclassify positions to facilitate anticipated or ongoing transitions;
 - (4) To perform emergency work; or
 - (5) To establish temporary internships, including the assignments, scope, duties, duration, and compensation of same.
- (c) The General Manager shall maintain the operation of a confidential employee hotline. Reports submitted through the hotline are to be provided to the President and General Manager unless the complaint is about the General Manager, in which case reports are to be provided to the President and District Counsel. The General Manager shall review each report on its merits and take the necessary action(s) to bring the matter to a satisfactory resolution.

- (d) The General Manager will provide the Board with the following summary information:
- (1) In January and July of each year:
 - (i) A list of each Employee hired, promoted, or terminated during the preceding six-month period. As appropriate, the list will include: the date of hiring, promotion, or termination, and the present and former job title and present and former salary.
 - (ii) A summary of all changes made to the Employee Handbook, as defined in Code Section 12.1, during the preceding six-month period.
 - (2) In January of each year, unless provided the previous December:
 - (i) A current salary schedule, schedule of rates for on-call, special duty incentive pay, tuition reimbursement maximum contribution, and lease rates for District-owned housing at Lake Bard.
 - (ii) A current organization chart.
 - (iii) A listing of the current Internal Revenue Service mileage rate and the Government Meals and Incidental rate for the cities to which the Directors and District staff are expected to travel in the next 12 months.
 - (3) In January, April, July, and October of each year:
 - (i) A summary of all reports submitted through the confidential employee hotline.
- (e) The General Manager is authorized to approve changes to the annual budget for accounts included as part of the “Operating Administration Expenses” and “Capital Related Expenses” provided the total budgeted expenses do not change. Any adjustment increasing the District’s total budgeted expenses must be brought to the Board for review and approval.
- (f) The General Manager is authorized to conduct an appropriate salary survey a minimum of every three years.
- ~~(g) The General Manager is authorized to act on the District’s behalf with respect to responding to claims filed under the Government Claims Act (Government Code section 810 et seq.).~~

4.6 DELEGATION OF AUTHORITY BY GENERAL MANAGER

The powers and duties of the General Manager may be delegated as follows:

- (a) Under the direction of the General Manager, District staff shall perform duties assigned by the General Manager with like effect as though such duties were performed or rendered by the General Manager. The Deputy General Manager shall act with the General Manager's authority in his or her stead in the event the General Manager is absent or unable to act in person.
 - (1) The Board shall establish in advance the person who is to assume the position of "Acting General Manager" in the absence of both the General Manager and the Deputy General Manager." In the absence of both the General Manager and Deputy General Manager, the "Acting General Manager" shall have the authority and powers of the General Manager, and such authority and powers will continue until the General Manager and/or Deputy General Manager are again available and able to serve or until the Board appoints a successor.
 - (2) The General Manager shall inform the Board in advance of planned absences longer than one day in duration.
- (b) Each duly authorized delegate under this Section shall act in the name of the General Manager, except when empowered by law or in writing by the Board to act in his or her own name, and his or her acts shall be equally effective whether done in his or her own name or, if so empowered by the Board, in the name of the General Manager.

4.7 TRAVEL AND EXPENSE REIMBURSEMENT

- (a) All travel by the General Manager must be approved in advance by the Board President and is subject to the rules applicable to Board members as set for in Section 2.11.3 of this Code except that meals are reimbursable at the M&I Rate, not at 1.5 times the M&I Rate.
- (b) All expenses incurred by the General Manager must be approved in writing by the Board Treasurer or Board President before they are reimbursed.

PART 5 - DISTRICT COUNSEL

5.1 POSITION AUTHORIZED

By contract approved by the Board, the District shall engage an attorney to serve as General Counsel to the District ("District Counsel"). By approval of the Board, the District may also retain such other legal counsel as the Board deems necessary to advise the District. The contracts for all legal counsel retained by the District shall be based upon an agreed fee schedule.

5.2 GENERAL DUTIES

District Counsel shall be responsible for:

- (a) Representing the District, the Board, and any officer of the District, in all legal actions brought by or against the District, the Board, or any officer of District, in his or her official capacity.
- (b) Submitting advice or opinions to the Board when requested to do so by the Board.
- (c) Submitting advice or opinions on District-related matters to the General Manager when requested to do so by him/her.
- (d) Reviewing and making appropriate comment on matters or recommendations presented in written or oral form.
- (e) Reviewing notices, resolutions, ordinances, minutes, agreements, contracts, and supporting materials in advance of meetings.
- (f) Attending each meeting of the Board, unless excused in advance or during a meeting by the President of the Board.
- (g) Attending meetings involving the District as requested by the General Manager or, in the case of a meeting of an Advisory Body of the District, upon request of the General Manager or the Advisory Body's Chairperson.
- (h) Reviewing each report that they receive through the confidential employee hotline and taking the necessary action(s) to address the concerns raised.
- (i) Testing the functionality of the confidential employee hotline at least once each calendar year to confirm that claims about the General Manager are being delivered directly to the Board President and District Counsel. The test is to be performed at different dates in different years and without advance coordination with the General Manager.

- (j) Submitting a quarterly summary report of legal activities.

5.3 TRAVEL AND EXPENSE REIMBURSEMENT

- (a) All travel by District Counsel must be approved in advance by the Board President and is subject to the rules applicable to Board members as set for in Section 2.11.3 of this Code.
- (b) All expenses incurred by District Counsel must be approved in writing by the Board Treasurer or Board President prior to reimbursement for those expenses.

PART 6 - CLERK OF THE BOARD

6.1 GENERAL DUTIES

The duties of the Clerk of the Board include, without limitation:

- (a) Attending to all administrative support needs of the Directors, including coordinating schedules, transportation, meals, and lodging, as needed, in support of meetings involving District business (MWD, Member Agencies, ACWA, AWA, etc.).
- (b) Attending to the administrative requirements of the Brown Act with respect to scheduling and preparing for all regular, special, and emergency Board meetings and Advisory Body meetings, including without limitation:
 - (1) Preparing the agenda and supporting documents for each meeting and arranging for distribution of agenda packets.
 - (2) Publishing and posting notices required by the Brown Act.
 - (3) During meetings, recording the actions of the Board.
- (c) Making certified copies of official correspondence.
- (d) Maintaining the records and documents of the Board (minute books, resolutions, ordinances, policies).
- (e) Receiving documents addressed to the Board including acceptance of service of process for the District.
- (f) Administering the District's Conflict of Interest Code as follows:
 - (1) Notifying Directors, staff, and consultants of filing deadlines related to annual Form 700s and Statements of Assuming or Leaving Office and providing them with the necessary forms.
 - (2) Maintaining required documents at the District and filing required documents with the County of Ventura.
- (g) Administering the Oath of Office to members of the Board as a Notary Public or Deputy County Clerk.
- (h) Coordinating with the County of Ventura concerning Division elections.

- (i) Coordinating with the President of the Board, the designated Metropolitan Water District Director representative, and guests for all inspection or information tours.
- (j) Maintaining custody of the District seal.

PART 7 - RECORDS REQUESTS AND MAINTENANCE

7.1 GENERALLY

All public records requests, oral or in writing, received by the District shall be promptly forwarded to the Clerk of the Board for consideration and processing. All such requests shall be handled in accordance with the applicable requirements of the California Public Records Act ("PRA"). The General Manager, in consultation with legal counsel, will make all final decisions on any questions regarding compliance with these acts. The District may charge for the cost of mailing and copying costs not to exceed the maximum allowable statutory fee under the PRA, as may be amended from time to time.

7.2 AGENDA PACKETS

Subject to Section 7.1, above, the following specific procedures will apply to requests for copies of the District's Board meeting agenda packets (the "Packet"):

- (a) A standing request for a copy of the Packet made in accordance with Government Code Section 54954.1 shall be valid for the calendar year in which it was made. All requests will expire on December 31 of the year in which they were submitted. If an individual or group wishes to continue to receive information after a request has expired, a new request must be submitted. The request must specify the address to which the response is to be transmitted.
- (b) All other requests for a copy of a Packet shall be processed in accordance with Section 7.1, above.

7.3 RECORDS RETENTION

- (a) The District has adopted a records retention program establishing orderly procedures for retaining District records in active files and in inactive files and for disposing of records when they are no longer needed for administrative, fiscal, historical, or legal purposes.
- (b) The procedures will promote the efficient and cost-effective conduct of the District's business by reducing the number of records in the active file areas, eliminating unnecessary retention of duplicate or obsolete documents, and providing for timely transfer of inactive records. The result will enable the District to function efficiently with a minimum of file equipment, will facilitate the retrieval of records, and will establish a tradition of good records management for the District. In addition, the records management program will ensure that records with long-term value are retained and protected.

- (c) The records of all District departments are covered by the records retention program. That is, the records retention program covers all papers, maps, and other documentary records made or received by the District in connection with its business, and preserved by the District as evidence of its functions, policies, decisions, operations, or other activities, or because of the value of the information they contain.

7.4 DISTRICT-RELATED ELECTRONIC DATA IN PERSONAL DEVICES OR ACCOUNTS

If a public records request is made for information related to District business that could be stored in a Board Member or Employee's personal electronic device (such as a phone, tablet, or computer) or personal email or texting account, the following procedure will be followed:

- (a) The General Manager shall send a written or email request to each affected Director or Employee directing them to (1) search their personal devices and accounts for a specific type or category of record, (2) provide copies of all such records to the Clerk of the Board within seven calendar days of the request, and (3) sign an affidavit that they have searched all of their personal electronic devices and accounts and has produced all documents responsive to the request.
- (b) Within the requested seven calendar days, the Director or Employee shall either (1) provide the requested records, if any, to the Clerk of the Board in electronic or paper format and the signed affidavit or (2) provide an explanation why more time is needed to complete the request. Up to 10 additional calendar days may be requested if the search and production of the requested documents would take substantial time to find and produce.
- (c) If additional time is requested, the Director or Employee shall provide the requested records, if any, to the Clerk of the Board in electronic or paper format and the signed affidavit before the end of the extended time period.

PART 8 - ANNEXATIONS

8.1 MEMBERSHIP IN METROPOLITAN WATER DISTRICT

Any annexation to the District shall also be a concurrent annexation to Metropolitan Water District of Southern California.

8.2 GOVERNING LAW

Any annexation to the District shall be accomplished in accordance with this Code, Division III of the Metropolitan Administrative Code, and applicable law including the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56000 et seq.).

8.3 CRITERIA

- (a) An area proposed for annexation shall not, after annexation, leave an unannexed area entirely surrounded by an area annexed to the District (a “window”) unless the Board finds that the District’s interests will not be adversely affected by the existence of such a window.
- (b) An area proposed for annexation shall neither create an island by including land that does not share a common border with the existing District service area nor include a narrow, meandering path of land for the express purpose of linking properties proposed for annexation unless the Board finds that the District’s interests will not be adversely affected by the existence of such an island or annexed land.
- (c) Proposed annexations shall include the entirety of all legal parcels which are the subject of the proposed annexation unless the Board determines that the District’s interests will not be adversely affected by a proposed partial annexation.
- (d) Annexations will be considered only when the subject property is located where it is physically and economically practical for a District Member Agency to provide water service, as determined by the District.
- (e) Any area proposed for annexation to a Member Agency or joining the service area of a Member Agency delivering water supplied by the District, and not already within the District shall be annexed to the District concurrently.

8.4 MANDATORY CONDITIONS

All terms and conditions of annexation shall contain the following provisions:

- (a) The sale and delivery of all water by the District, regardless of the nature and time of use of such water, shall be subject to regulations promulgated by the District.
- (b) Except upon terms and conditions specifically approved by the Board, water sold and delivered by the District shall not be used in any manner which intentionally or avoidably results in the direct or indirect benefit of areas outside the District including use of such water outside the District or use thereof within the District in substitution for other water used outside the District.
- (c) The District shall not be obligated to provide or pay for any additional works or facilities necessitated by the annexation.

8.5 PROCEDURE

8.5.1 BOARD APPROVAL

The Board will consider and may approve annexations in a three-step process as summarized below:

- (a) The Board adopts a resolution initiating the annexation;
- (b) If Metropolitan approves “Informal Terms and Conditions” of the proposed annexation, the District Board adopts a resolution requesting that Metropolitan approve “Formal Terms and Conditions” and requesting approval by the Ventura County Local Agency Formation Commission (“LAFCO”);
- (c) After the District receives the Metropolitan and LAFCO resolutions granting the approvals described in subparagraph (b), above, the Board adopts a final resolution accepting Metropolitan’s Formal Terms and approving the annexation.

8.5.2 REQUEST FOR ANNEXATION

A request for annexation shall be made in writing by the owner of the land to be annexed, or the owner’s authorized agent (the “Applicant”).

8.5.3 INITIATION OF ANNEXATION

For initiation of annexation, the request shall include:

- (a) A legal description and a detailed map of the area proposed to be annexed, showing existing District and Metropolitan annexation boundaries, and clearly indicating the metes and bounds of the area and the gross and net acreage for the area with sufficient documentation to support the gross and net acreage specified;
- (b) The Assessor's Parcel Numbers of all parcels included in the area proposed to be annexed;
- (c) The present vesting and legal descriptions of each parcel in the area proposed to be annexed;
- (d) A description of:
 - (1) Present use of each of the parcels included within the area proposed to be annexed;
 - (2) Existing or proposed development plans for such parcels;
- (e) A plan for implementing the water use efficiency guidelines set forth in Section 3107 of the Metropolitan Administrative Code;
- (f) A signed Landowners' Request to Annex and Approval of Parcel Charges for every parcel in the area proposed to be annexed;
- (g) A deposit against administrative annexation expenses in accordance with this Code; and
- (h) Any other information and documentation requested by the District.

8.5.4 APPROVAL BY METROPOLITAN AND LAFCO

Prior to the Board's consideration of a resolution requesting approval by Metropolitan and LAFCO, the Applicant shall submit to the District:

- (a) Any changes to the annexation documentation submitted previously;
- (b) Documents demonstrating project compliance with the California Environmental Quality Act ("CEQA") including reference to the District and Metropolitan as suppliers of potable water, and which address the necessity of annexation to the District; and

- (c) An agreement signed by the Applicant indemnifying the District against liability related to the District's actions in the annexation.

8.5.5 FINAL APPROVAL

Prior to the Board's consideration of a resolution of final approval of an annexation, the District must have received all of the following:

- (a) A certified resolution of the Metropolitan Board of Directors fixing Formal Terms and Conditions for the annexation;
- (b) A certified resolution from LAFCO approving the annexation;
- (c) Payment by the Applicant of all annexation fees required by Metropolitan and the District in accordance with this Code; and
- (d) All other documents and information required by the District as provided herein.

8.5.6 NOTICE OF COMPLETION TO LAFCO

Within five business days of the final approval of an annexation by the Board, the District shall send a Request for Notice of Completion to LAFCO.

8.6 FINANCIAL POLICIES

8.6.1 DIRECT ADMINISTRATIVE COSTS

- (a) The Applicant shall pay all direct administrative costs incurred as a result of annexation investigation, evaluation and proceedings.
- (b) Before annexation is initiated or District funds expended on a given annexation, the Applicant shall deliver a deposit sufficient to pay for all routine costs of annexation as calculated and requested in writing by the District after preliminary review of the annexation proposal.
- (c) In the event annexation is commenced but not completed and funds are advanced by the Applicant, but not expended, such funds shall be refunded to the Applicant.

8.6.2 CALLEGUAS ANNEXATION FEE

In addition to the expenses listed in this Section 8, Applicants for areas annexing to the District shall pay to the District a per acre annexation fee based on the net present value of property taxes due to the District.

8.6.3 METROPOLITAN ANNEXATION FEE

The District shall collect from the Applicant the Metropolitan Annexation Processing Fee and the Metropolitan Annexation Fee in accordance with Metropolitan's Administrative Code (Sections 3100 (b) 7 and 3300), as may be amended from time to time.

- (a) The Metropolitan Annexation Processing Fee shall be transferred to Metropolitan with the Request for Approval of Informal Terms and Conditions.
- (b) The Metropolitan Annexation Fee shall be transferred to Metropolitan before recordation of the annexation.

8.6.4 PAYMENT REQUIREMENTS

The Applicant shall pay all administrative annexation expenses, Metropolitan Annexation Fees, and District Annexation fees in full prior to completion of the annexation.

8.6.5 DISCRETIONARY WAIVER OF CHARGE AND FEE

The processing fee and the annexation charge may be waived in cases where the Board requests a small annexation to prevent or close a "window" in an existing member public agency or as otherwise specified in this Code.

8.6.6 ANNUAL REVIEW OF CALLEGUAS ANNEXATION FEE

The Per-Acre Fee and the Back Tax Computation shall be recalculated by the District annually and the adjusted fee shall become effective as of the first day of each calendar year or on another date selected by the Board.

PART 9 - CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

9.1 ADOPTION OF CEQA GUIDELINES

Section 15022(d) of the State CEQA Guidelines (the “Guidelines”) allows agencies to adopt the Guidelines by reference in order to comply with certain CEQA provisions relating to public agency implementing procedures. The Board has determined that adoption of the Guidelines as the District’s implementing procedures will result in increased administrative efficiency by avoiding the need to continually review and update District-developed implementing procedures. Accordingly, the Guidelines, as amended from time to time, are adopted as the District’s CEQA Implementing Procedures.

9.2 DELEGATION OF RESPONSIBILITY FOR CEQA COMPLIANCE

9.2.1 RESPONSIBILITY OF BOARD OF DIRECTORS

The Board shall have responsibility for administering CEQA as follows:

- (a) Reviewing and considering or, as applicable, certifying a final Environmental Impact Report (EIR) or approving or, as applicable, adopting a Negative Declaration prior to approving a project.
- (b) Making all findings required by Sections 15091 and 15093 of the Guidelines.
- (c) Taking such other actions as CEQA requires of the Board.

9.2.2 RESPONSIBILITY OF THE GENERAL MANAGER

The General Manager or, under the General Manager’s direction, District staff, shall have responsibility for administering CEQA as follows:

- (a) Determining whether a project is exempt from compliance with CEQA, including without limitation determining whether a particular project satisfies one of the exemptions specified in Section 9.2.3, below.
- (b) Conducting an Initial Study and deciding whether to prepare an EIR or Negative Declaration.
- (c) Preparing an EIR or Negative Declaration.
- (d) Determining that a Negative Declaration has been completed within the statutory time period.

- (e) Preparing responses to comments on environmental documents.
- (f) Preparing comments and responding to requests for comments related to environmental documents of other agencies.
- (g) Filing applicable notices required by CEQA.
- (h) Taking such other actions as CEQA allows or requires the staff of an agency to take.

9.2.3 EXEMPTIONS

The District has determined that the following specific District activities are within the exemptions established by the CEQA Guidelines and by statute:

- (a) Annexations to the District of areas containing existing public or private structures developed to the density allowed by the current zoning of the gaining or losing governmental agency, whichever is more restrictive, provided, however, that the extension of utility services to the existing facilities would have a capacity to serve only the existing facilities. (Guidelines Section 15319)
- (b) Annexation of individual small parcels of the minimum size for facilities exempted by Section 15303 of the Guidelines. (Guidelines Section 15319)
- (c) Emergency repairs to District facilities, pipelines, and appurtenances necessary to maintain service. (Guidelines Section 15269)
- (d) Sales of District surplus property (Guidelines Section 15312) except that if real property is located in an area of statewide, regional or area wide concern (Guidelines Section 15206(b)(4)) the sale would be exempt only if:
 - (1) The property does not have significant values for wildlife habitat or other environmental purposes, and
 - (2) Any of the following conditions exist:
 - (i) The property is of such size, shape, or inaccessibility that it is incapable of independent development or use; or

- (ii) The property to be sold would qualify for an exemption under any other class of categorical exemption in the Guidelines; or
 - (iii) The use of the property and adjacent property has not changed since the time of purchase by the public agency.
- (e) Basic data collection, research, experimental management, and resource evaluation activities of the District which do not result in a serious or major disturbance to an environmental resource either for information gathering purposes, or as part of a study leading to an action which the District has not yet approved, adopted, or funded.
 - (f) Inspections by the District or its consultants to check for performance of a District operation, or quality, health, or safety of a District project. (Guidelines 15309)
 - (g) Operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing District structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use. (Guidelines 15301)
 - (h) Replacement, relocation or reconstruction of existing District structures, pipelines, or facilities on the same site with structures, pipelines, or appurtenant facilities serving substantially the same purpose and with substantially the same capacity as the existing structure, pipeline, or facility. (Guidelines 15302)
 - (i) The normal operations of District headquarters for public gatherings including, but not limited to, Board meetings, public meetings on water related issues, watershed group or stakeholder meetings, and the like. (Guidelines 15323)
 - (j) Minor alterations in the conditions of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees including, but not limited to, minor grading, gardening, landscaping, trenching and backfilling, maintenance dredging, and fuel management activities of the type set forth in Guidelines Section 15304.
 - (k) Construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior

of the structure, such as installation of new piping, instrumentation, pumps, valves, air compressors, rectifiers, or power supplies.

- (l) Changes in the organization of the District as long as the changes do not change the geographical area in which previously existing powers are exercised. Examples include the establishment of a subsidiary district or the consolidation of the District with another district having identical powers.
- (m) [Reserved - Capital Construction Charge]
- (n) Actions necessary to prevent or mitigate an emergency involving the District's facilities or threatening the District's facilities (not including long-term projects with a low probability of short-term occurrence).
- (o) Projects of less than one mile in length within a public street or highway or any other public right-of-way for the installation of a new pipeline or the maintenance, repair, restoration, reconditioning, relocation, replacement, removal, or demolition of an existing pipeline. For purpose of this section, "pipeline" includes subsurface facilities but does not include any surface facility related to the operation of the underground facility. (Public Resources Code 21080.21)
- (p) Rejected or disapproved projects.

This listing of exemptions is not intended to be exclusive and the availability of each exemption must be determined based on the particular facts. Without limiting the foregoing, the categorical exemptions listed above shall not apply where: (1) a reasonable possibility exists that the activity may have a significant environmental impact because of unusual circumstances; (2) project cumulative impacts would be considerable and therefore significant; (3) the project occurs in certain sensitive environments (as specified in the Guidelines); (4) a project affects scenic resources within official state scenic highways; (5) a project is located on a toxic site listed by the California Environmental Protection Agency; or (6) a project causes substantial adverse changes in significant historic resources.

PART 10 - PROCUREMENT POLICY

The District will procure goods and services in support of its administrative, operational, and capital improvement requirements. It is the intent of the District to engage in procurements that ensure it will receive goods and services of the appropriate quantity, of a satisfactory level of quality, delivered in a timely manner, and at a price that represents the best value to the District and its ratepayers.

All purchases of materials, supplies, equipment, and services required by the District shall be made in accordance with the following policy and applicable law.

10.1 DEFINITION OF TERMS

The following definitions shall apply to this part:

- (a) **“Agreement”** means a contractual document entered into between the District and a Consultant or Contractor for engagements involving the provision of Services, typically delivered over an extended period of time.
- (b) **“Bid”** means a sealed (electronically or physically) price offer to perform work in accordance with specifications, conditions, and other requirements included in a Notice Inviting Bids (NIB).
- (c) **“Bidder”** means a Contractor or Supplier that submits a Bid in response to a NIB or an Invitation for Quote.
- (d) **“Consultant”** means an individual, firm, or entity that provides Professional Services.
- (e) **“Construction Services Agreement”** means a written agreement for the provision of Public Works Construction by a Contractor.
- (f) **“Contract”** means a written document establishing terms and conditions between parties for the provision of Goods or Services (Professional or General) and includes Construction Service Agreements, General Service Agreements, Professional Service Agreements, and Purchase Orders.
- (g) **“Contractor”** means an individual, firm, or entity that provides Public Works Construction services or General Services.
- (h) **“Cooperative Purchasing”** means any procurement conducted on behalf of two or more public agencies in order to obtain the benefit of volume purchasing and/or reduction in administrative expenses.

- (i) **“Formal Competitive Solicitation”** means a written request for a Bid, Proposal, or Quotation in accordance with written terms and conditions included in the request.
- (j) **“General Services”** means services provided by a Contractor that are not Public Works Construction and include, but are not limited to, trade, janitorial, maintenance, and operating activities.
- (k) **“General Services Agreement (GSA)”** means a written agreement for the provision of General Services by Contractors and includes but is not limited to Maintenance Service Agreements and Security Agreements.
- (l) **“Goods”** means all types of tangible personal property including materials, supplies, and equipment.
- (m) **“Informal Competitive Solicitation”** means a written request for a Bid, Proposal, or Quotation in accordance with written terms and conditions included in the request.
- (n) **“Managers”** means a person who oversees the functioning of a District department and the Executive Strategist. Manager does not include Project Managers in the Engineering Department.
- (o) **“Material Change”** means a change to essential terms in a Contract including, but not limited to, monetary consideration, scope of services, insurance and indemnity obligations, and assignment.
- (p) **“Notice to Proceed”** means a document authorizing discrete Services or Construction under a PSA or GSA.
- (q) **“Professional Services”** means services provided by any specifically trained or experienced person, firm, or corporation specializing in financial, economic, accounting, engineering, environmental, information technology, legal, architectural, public relations, right-of-way, or other specialized disciplines. Services may include the provision of a report, study, plan, design, specification, document, program, advice, recommendation, analysis, review, opinion, inspection, investigation, audit, brokering, presentation, or representation of the District before or in dealings with another party.
- (r) **“Professional Services Agreement (PSA)”** means a written agreement for the provision of Professional Services by a Consultant.
- (s) **“Proposal”** means a formal plan submitted by a Consultant that addresses the District's specifications, conditions, and other requirements. A Proposal may be provided in response to a Request for Proposal (RFP) or informal

request by the District.

- (t) **“Proposer”** means a Consultant that submits a Proposal.
- (u) **“Public Works Construction”** means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.
- (v) **“Purchase Order (PO)”** means a document issued by the District to a Consultant, Contractor, or Supplier for Goods and Services and indicates the description of work, and/or types, quantities, delivery requirements, and agreed prices for Services or Goods to be provided to the District.
- (w) **“Quotation (Quote)”** means a document setting out the cost for Goods or Services.
- (x) **“Request for Proposal (RFP)”** means a written request for the submission of a Proposal in accordance with specifications, conditions, and other requirements included in the request.
- (y) **“Request for Qualifications (RFQ)”** means a request for Consultants or Contractors to submit their qualifications to qualify them for a specific project or professional service.
- (z) **“Service(s)”** means the labor, intellectual property, or other work product provided by a Contractor or Consultant that is not tangible personal property.
- (aa) **“Supplier”** means a provider of Goods.

10.2 PROCUREMENT FOR PUBLIC WORKS CONSTRUCTION PROJECTS

10.2.1 BIDDING AND DOCUMENTATION FOR PUBLIC WORKS CONSTRUCTION SERVICES

The procurement of services for Public Works Construction projects shall be governed by the provisions of the California Public Contract Code. The District may procure services for Public Works Construction projects as authorized below:

- (a) Any procurement up to and including \$4,999:
 - (1) No bid solicitation process is required.
 - (2) No Purchase Order is required.

- (3) A Construction Services Agreement is required for the procurement of Services.
- (b) Any procurement over \$4,999 and up to and including \$34,999:
- (1) Requires an Informal Competitive Solicitation process with at least two competitive price Quotations. If two Quotes cannot be obtained, documentation shall be provided demonstrating that two or more Quotes have been solicited and supporting the finding that two Quotes cannot be obtained; and
 - (2) Requires a Purchase Order or Contract executed by an Employee with proper authorization as set forth herein in the section entitled "Approval and Signatory Authority."
- (c) Any procurement over \$34,999 is subject to the competitive bidding requirements under California Public Contract Code §20642 et seq., as applicable, and the following:
- (1) The following Formal Competitive Solicitation process:
 - (i) A call for public Bids shall be made by the Board of Directors.
 - (ii) At least one Bid solicitation notice (and more than one if so directed by the Board) shall be advertised in a local newspaper of general circulation or through a designated e-procurement platform utilized by the District.
 - (iii) Sealed bids will be publicly opened at a pre-determined date, time, and location.
 - (iv) Purchase Order or Contract will be awarded to the lowest responsive and responsible Bidder, except that the District always reserves the right to reject all bids.
 - (v) Consideration shall be given not only to the bid price, but also to the general competency of the Contractor for the performance of the work. A Contractor must submit information demonstrating that it is competent to manage the proposed project and carry it forward to a successful conclusion, has professional integrity and honesty of purpose, and has sufficient financial resources to complete the project.

- (vi) Contracts shall not be awarded to any Contractor listed by the California Labor Commissioner as ineligible to bid, work on, or be awarded a public works project.
- (2) Requires a Purchase Order or Contract executed by an Employee with proper authorization as set forth in the section entitled "Approval and Signatory Authority."
- (d) Material Changes to a Contract require authorization under a Change Order. Approval and execution are subject to the thresholds established in the section entitled "Approval and Signatory Authority".
- (e) Expenditures shall not be broken down or divided into sub-groups for purposes of avoiding the above guidelines.

10.2.2 BIDDING AND DOCUMENTATION FOR PROCUREMENT OR LEASING OF GOODS

The District may procure or lease Goods as authorized below:

- (a) Any procurement up to and including \$4,999:
 - (1) No Bid solicitation process is required; and
 - (2) No Purchase Order is required.
- (b) Any procurement over \$4,999 and up to and including \$49,999:
 - (1) Requires an Informal Competitive Solicitation process with at least two competitive price Quotations. If two Quotes cannot be obtained, documentation shall be provided demonstrating that two or more Quotes have been solicited and supporting the finding that two Quotes cannot be obtained; and
 - (2) Requires a Purchase Order executed by an Employee with proper authorization as set forth herein in the section entitled "Approval and Signatory Authority."
- (c) Any procurement over \$49,999 shall follow the procedures below:
 - (1) The following Formal Competitive Solicitation process:
 - (i) At least one Bid solicitation notice shall be advertised in a local newspaper of general circulation or through a

designated e-procurement platform utilized by the District.

- (ii) Sealed Bids will be publicly opened at a pre-determined date, time, and location.
 - (iii) Purchase Orders will be awarded to the lowest responsive bidder, except that the District always reserves the right to reject all bids.
- (2) Requires a Purchase Order executed by an Employee with proper authorization as set forth in the section entitled "Approval and Signatory Authority."
- (d) Material Changes to a Contract require authorization. Approval and execution are subject to the thresholds established in the section entitled "Approval and Signatory Authority" and based on the final value of the Contract after the change is incorporated.
- (e) Expenditures shall not be broken down or divided into sub-groups for purposes of avoiding the above guidelines.

10.2.3 BIDDING AND DOCUMENTATION FOR PROCUREMENT OF GENERAL SERVICES

The District may procure General Services as authorized below:

- (a) Any procurement up to and including \$4,999:
 - (1) No Bid solicitation process is required;
 - (2) No Purchase Order is required.
 - (3) General Services Agreement is required
- (b) Any procurement over \$4,999 and up to and including \$49,999:
 - (1) Requires an Informal Competitive Solicitation process with at least two competitive price Quotations. If two Quotes cannot be obtained, documentation shall be provided demonstrating that two or more Quotes have been solicited and supporting the finding that two Quotes cannot be obtained; and
 - (2) Requires a Contract executed by an Employee with proper authorization as set forth herein in the section entitled

“Approval and Signatory Authority.”

(c) Any procurement over \$49,999 shall follow the procedures below:

(1) The following Formal Competitive Solicitation process:

(i) At least one Bid solicitation notice shall be advertised in a local newspaper of general circulation or through a designated e-procurement platform utilized by the District.

(ii) Sealed bids will be publicly opened at a pre-determined date, time, and location.

(iii) Contracts will be awarded to the lowest responsive and responsible bidder, except that the District always reserves the right to reject all bids.

(2) Requires a Contract executed by an Employee with proper authorization as set forth in the section entitled “Approval and Signatory Authority.”

(d) Material Changes to a Contract require authorization. Approval and execution are subject to the thresholds established in the section entitled “Approval and Signatory Authority” and based on the final value of the Contract after the change is incorporated.

(e) Expenditures shall not be broken down or divided into sub-groups for purposes of avoiding the above guidelines.

10.2.4 EXCEPTIONS TO COMPETITIVE PROCUREMENT REQUIREMENTS

(a) The following procurements are exempt from the competitive solicitation process: books, periodicals, advertising, seminars, conferences, travel, subscriptions, postage, utilities, bank charges, memberships, permits, and land.

(b) The competitive solicitation process is waived for procurements where the required Good or Service is available from only one viable source (Good or Service provider). Negotiations shall be conducted with the provider of the Good or Service to achieve the most favorable pricing terms of sale.

- (c) Competitive solicitation may be performed through cooperative procurement processes as set forth in the Public Contract Code sections 10298 and 10299.
- (d) The competitive solicitation process is not required when materials or services are necessary to respond to an emergency in accordance with Public Contract Code Section 20645 and the requirements of Section 22050 of the California Public Contract Code.
- (e) Competitive solicitation is not required for construction or maintenance work costing less than \$35,000 when it is not possible to clearly define the work scope in advance.

10.3 PROCUREMENT OF PROFESSIONAL SERVICES

- (a) Professional services contracts shall be entered into with Consultants demonstrating expertise and experience in the type of work to be performed and a proven history of high-quality work. Contracts will typically be for a “not-to-exceed” fee associated with a particular scope of work. Work for which it is not possible to define a scope in advance may be performed on a time-and-materials basis.
- (b) If it is in the best interest of the District, and at the full discretion of the General Manager and/or responsible department Manager, a Request for Proposal (RFP) or Request for Qualifications (RFQ) may be used to solicit proposals or qualifications from consultants.
- (c) The following criteria shall be used to qualify candidates for Professional Services:
 - (1) Specialized experience and technical competence of the proposer and its personnel considering the type of services required and the complexity of the project.
 - (2) The Consultant's familiarity with types of problems applicable to the project.
 - (3) Past record of performance on projects with the District, other governmental agencies or public bodies, and with private industry, including such factors as control of costs, quality of work, and ability to meet schedules.
 - (4) The Consultant's capacity to perform the work (including any specialized services) within the time limitations and with proposed staff, considering the firm's current and planned workload.
 - (5) The Consultant's level of financial responsibility.
 - (6) Fee proposal for the proposed services.

- (7) Other key factors as appropriate for the type of service.

10.4 APPROVAL AND SIGNATORY AUTHORITY

- (a) In accordance with Ordinance No. 18, the General Manager has the authority to approve the following procurement-related contracts. All procurement contracts not listed below must be approved by the Board of Directors.
 - (1) Professional services contracts that are paid for on a time and materials basis and where the estimated value of the services does not exceed \$100,000 in any fiscal year, or that are paid for at a fixed scope and fee where the contracted fee does not exceed \$100,000;
 - (2) Public Works Construction contracts in amounts less than \$35,000;
 - (3) Materials procurement contracts in amounts less than \$100,000;
 - (4) Contracts for procurement of utility service such as electricity, telephone, natural gas, sewer, and water;
 - (5) All construction change orders in which each individual change to the work is both less than \$100,000 and less than 25% of the original construction contract amount; and
 - (6) All contracts of insurance including, without limitation, insurance policies and endorsements for general liability, workers' compensation, automobile, and health benefits for employees of the District;
 - (7) Contracts necessary to respond to an emergency in accordance with the requirements of Section 22050 of the California Public Contract Code.
- (b) The following Employees have the authority to make purchases and sign purchase orders, contracts, and notice-to-proceed letters up to the limits shown in the following table.

Deputy General Manager	\$49,999
Managers and Assistant Managers	\$34,999
Operations and Maintenance Supervisors, Project Managers, Facilities Coordinator, and Clerk of the Board	\$4,999

- (c) The following Employees have the authority to sign construction change orders in which each individual change to the work is within the limits shown in the following table and is less than 25% of the original construction contract amount.

Deputy General Manager	\$49,999
Manager of Engineering	\$34,999
Project Managers	\$4,999

- (d) All Contracts that exceed the authority listed Section 4(a) must be approved by the Board.
- (e) Expenditures shall not be broken down or divided into sub-groups for purposes of avoiding the above guidelines.

10.5 DISBURSEMENT OF FUNDS

All checks, wires and ACH transfers will be disbursed in a timely manner after approval by the General Manager or their designee. A monthly post-listing of payments including wires, ACH transfers, and checks, showing the payee, purpose, payment date, amount, the check number, and invoice number, shall be reviewed by the Treasurer and presented to Board of Directors at a public meeting.

10.6 CODE OF CONDUCT

- (a) No Director or Employee shall participate in the selection, award, or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when the Employee or Board member, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.
- (b) Directors and Employees will neither solicit nor accept gratuities, favors, or anything of value from contractors or consultants or potential contractors or consultants who might in any way benefit from a decision made or action taken by that Board member or Employee in the course of his or her duties.

10.7 PETTY CASH FUND

A petty cash fund of no more than \$1,400 shall be maintained in the Finance Department vault for the purpose of providing ready cash for small expenditures. Petty cash shall be disbursed in accordance with the District’s procedure for expense reimbursements. Petty cash requests should be limited to less than \$100. The Manager of Finance, Deputy General Manager, or General Manager can authorize

expenditure reimbursements above \$100. The petty cash fund will be reconciled and replenished on a monthly basis.

10.8 CREDIT CARDS

- (a) The District may acquire credit cards for use by Employees. The Manager of Finance will maintain a written log of credit cards. Employees who have credit cards will sign for these cards and be responsible for them.
- (b) Credit cards may be used to charge necessary supplies, equipment, services and authorized travel, food and lodging for the person in possession of the credit card and any/or another District Employee or Board Member.
- (c) Credit cards may not be used for personal benefit or non-District purposes.
- (d) Receipts for all credit card expenditures must be submitted to the Finance Department monthly with the credit card statement, including any documentation stating the purpose of the expenditure. For meals, documentation should include the purpose of the meal and the names and affiliations of the people present.
- (e) The following table sets the maximum limits on credits cards assigned to specific Employees and that may only be used by the designated Employee. Issuance of credit cards is subject to the approval of the General Manager on a case-by-case basis. All of these are general purpose cards such as VISA or American Express:

Employee	Maximum Limit
General Manager, Deputy General Manager, Managers, Assistant Managers, and the General Services Supervisor	\$10,000

- (f) The following table sets forth the limits on credit cards for general use by Employees. Issuance of credit cards is subject to the approval of the General Manager on a case-by-case basis. These cards may only be used with the approval of the “Responsible Employee” as designated below and that Responsible Employee is also responsible for collecting receipts.

Type of credit card	Limit	Responsible Employee
General purpose card(s) for travel, meetings, and miscellaneous supplies	\$25,000	Clerk of the Board
Card for a home improvement store	\$5,000	General Services Supervisor

- (g) All invoices for general purpose credit cards shall be reviewed and approved by the General Manager. All invoices for credits cards from a home improvement store shall be reviewed and approved by a Manager and must comply with the procurement guidelines established above. In addition, the General Manager’s credit card shall be reviewed and approved by the Board Treasurer, or in the absence of the Board Treasurer, by the Board President. Board approvals may be obtained by email.

10.9 NO COMMITMENT OF FUNDS FOR NON-DISTRICT PURPOSES

Neither Directors nor Employees shall obligate or commit District funds for the purchase of goods or services for personal or non-District related use, even if the Board Member or Employee reimburses the District for the incurred cost.

10.10 PREVAILING WAGES

All entities that contract with the District are required to comply with the provisions of the California Labor Code, including those relating to the payment of prevailing wage rates.

10.11 GRANT COMPLIANCE

For procurements involving state or federal grant funding, all grant-required procedures shall be implemented and all grant-required language will be incorporated into bid documents, professional services agreements, equipment supply contacts, and construction contracts as needed.

PART 11 - SIGNING AUTHORITY

The authority to enter into and sign contracts and instruments for and on behalf of the District is delegated as provided in Ordinance No. 18 adopted by the District, as may be amended from time to time by the Board. The express authority delegated thereunder shall not restrict or otherwise limit the general authority of the Board to bind the District by contract or instrument as provided under applicable law, including, without limitation California Water Code Section 71300.

PART 12 - PERSONNEL MATTERS

12.1 EMPLOYEE HANDBOOK

The District's employment policies and procedures, including, without limitation, a description of certain Employee benefits and plans maintained by the District, are described in the District's Employee Handbook. Every Employee of the District shall be provided with electronic access to the most recent version of the Employee Handbook. Subject to applicable law, and any limitations contained in this Code, or any ordinance or resolution adopted by the Board, the Employee Handbook may be modified or amended from time to time by the General Manager.

12.2 EQUAL OPPORTUNITY EMPLOYER

The District is an equal opportunity employer. The District does not discriminate against qualified Employees or applicants because of race, color, religion, sex, sexual preference, sexual identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, military status, marital status, religion, exercise of reproductive rights, status as a cannabis user off-duty and away from the job, or any other characteristic protected by federal or state law or local ordinance.

12.3 HIRING AUTHORITY

The General Manager has the authority to employ, terminate, assign duties to, and direct the day-to-day activities of District Employees, except that the Board retains the authority to employ, terminate, and assign duties to the General Manager and District Counsel.

- (a) The General Manager has the authority to establish Employee job classifications and descriptions, subject to periodic review of overall personnel utilization by the Board.
- (b) To ensure fair and impartial Employee selection, supervision, promotion, and evaluation, the District reserves the right to reasonably regulate the employment of relatives in the same department or in the same chain of command. The General Manager reserves the right to approve in advance the hiring, promotion, or transfer of any person who is a relative of a current Employee and would work in the same department or within the chain of command of that Employee. If the General Manager determines that the marital or familial relationship between Employees creates difficulties for supervision, security, safety, or morale, the person shall not be hired, promoted, or transferred.

- (c) For purposes of this Section 12.3, a “relative” includes any of the following:
- (1) spouse;
 - (2) domestic partner;
 - (3) brother, step-brother, brother-in-law;
 - (4) sister, step-sister, sister-in-law;
 - (5) parents, step-parents, parents-in-law;
 - (6) children, step-children, son-in-law, daughter-in-law;
 - (7) any other member of the Employee’s household.

12.4 EMPLOYEE CLASSIFICATION, COMPENSATION, AND NON-ELECTIVE BENEFITS

12.4.1 EMPLOYEE CLASSIFICATIONS AND DEFINITIONS

The District classifies Employees as follows:

“Temporary”: Temporary Employees are Employees hired on a temporary basis and paid on an hourly basis. Temporary Employees are not eligible for Employee benefits beyond the statutory benefits required by law. Examples of Temporary Employees include student interns, seasonal and summer Employees, and persons needed to fill-in for a temporary (i.e., less than six months) staffing need.

“Hourly”: Hourly Employees are Employees who are not Temporary Employees and are scheduled to work less than 40 hours per week. Hourly Employees are not eligible for Employee benefits beyond the statutory benefits required by law, except that they receive pay for Holidays as set forth herein.

“Regular”: Regular Employees are Employees scheduled to work an average of 40 hours per week on a continuing, indefinite basis. Regular Employees are entitled to the benefits as set forth herein, subject to eligibility under the applicable plan and applicable law.

“Operators:” Employees assigned 1) on a permanent to work in the Operations Division, and 2) to work regular shifts exceeding eight hours.

“Exempt and Non-Exempt”: All employees are non-exempt under the federal Fair Labor Standards Act (“FLSA”), including Project Managers in the Engineering department. Pursuant to the FLSA, Managerial employees, including the General Manager, Deputy General Manager, Executive Strategist, Managers, and Assistant Managers shall be paid on a salary basis and not accrue overtime.

“Workweek”: A workweek is a fixed and regularly recurring period of 168 hours consisting of seven consecutive 24-hour periods.

(a) 5/40 Alternative Work Schedule - A 5/40 work schedule shall consist of five 8-hour days equaling 40 hours per workweek, with the workweek defined as beginning at 12:00 a.m. on Saturday and ending at midnight the following Friday.

(b) 9/80 Alternate Work Schedule - The 9/80 work schedule, ~~for purposes of computing overtime,~~ is defined as beginning exactly 4 hours into the 8-hour shift on the day of the week that corresponds with the employee’s alternating regular flex day off.

Example: Friday On/Off:

Wk	F	Sa	S	M	T	W	Th	F	Total
1	0	0	0	9	9	9	9	4	= 40
2	4	0	0	9	9	9	9	0	= 40

(c) 4/10 Standard Work Schedule - A 4/10 work schedule shall consist of four 10-hour days equaling 40 hours per workweek and is defined as beginning at 12:00 a.m. on Saturday and ending at midnight the following Friday.

(d) The Operators workweek begins at 12:00 a.m. on Monday and ends at midnight the following Sunday.

(e) The General Manager, or designated representative(s), shall be empowered to arrange work schedules in alternate time distributions provided that such alternate distributions are in the best interests of the District. All employees of the District are subject to call for emergencies that are inherent in the District's responsibilities.

“Regularly Scheduled Workdays” are Monday through Friday except as follows:

(a) A supervisor may assign an Employee to work on Saturday and/or Sunday as regularly scheduled workdays if the Employee is allowed to take off an equivalent number of days

from Monday to Friday. This action requires the Employee to work 40 hours within the defined 7-day workweek.

- (b) For Operators assigned to a 12-hour day or night shift, “Regularly Scheduled Workdays” are those days on which the Employee is assigned to work, as listed on the published monthly schedule.
- (c) For all employees except Operators, start and stop times may be changed by a supervisor with 12 hours’ notice in order to meet District needs. Regular pay will apply to the hours worked and any overtime will be calculated as described in 12.4.2.1 Overtime.

“Workday”: A workday, for purposes of overtime calculation, begins at the start of the Employee's regularly scheduled shift and ends 24 hours later.

12.4.2 EMPLOYEE COMPENSATION

- (a) Salary ranges for positions will be adopted by the Board (“Salary Schedule”). Any changes to the Salary Schedule must be approved in advance by the Board.
- (b) In December or January of each year, the General Manager shall recommend to the Board a percentage cost-of-living adjustment (COLA) based on the Federal Consumer Price Index Report for the 12-month period ending in November for the urban area in closest proximity to the District. Any COLA approved by the Board shall become effective January 1 and apply to salaries, tuition reimbursement amounts, special duty incentive pay, and daily standby pay. The COLA does not apply to the salary of the General Manager.
- (c) Each Employee’s salary is subject to adjustment in accordance with their assigned salary increment in the range assigned to their position. At no time may an Employee’s salary exceed the ranges established for their position in the Salary Schedule unless working out of class.

12.4.2.1 OVERTIME

The District will voluntarily pay daily overtime to certain non-exempt Employees as follows:

- (a) For Temporary, Hourly, and Regular Employees, overtime shall be paid to all nonexempt Employees at a rate equivalent to

1 1/2 times the hourly rate for work in excess of their regularly scheduled work shift, but less than 12 hours, in any one day. Overtime shall be paid to all non-exempt Employees at a rate equivalent to two times the hourly rate for work in excess of 12 hours in any day. Overtime of time and one-half will be paid for all hours worked up to eight on any day which is not one of the Regularly Scheduled Workdays. In addition, double-time will be paid for all hours worked in excess of eight hours on any day that is not one of the Regularly Scheduled Workdays.

- (b) Double-time is paid for all hours worked over 12 in a Regularly Scheduled Workday.
- (c) For Temporary, Hourly, and Regular Employees, in instances when approved work hours are continuous into the next workday, the calculation for overtime or double-time will continue to the advantage of the Employee.
- (d) For Operations, overtime will be paid only when the number of hours paid at the regular rate exceeds 40 in a workweek. Double-time will be paid when the Operator works in excess of 12 hours in one shift.
- (e) No Employee will be paid both daily and weekly (or pay period) overtime for the same overtime hours worked.
- (f) Overtime compensation shall not be included in calculating the Employee's regular rate of pay.

12.4.2.2 COMPENSATORY TIME OFF

Compensatory time off ("Comp Time") for non-exempt Employees is allowed in lieu of a cash payment for overtime work as long as it is provided or paid at a rate no less than one and one-half hours for each overtime hour worked.

- (a) Employees may not accrue combined Comp Time and annual leave in excess of the amounts set forth in the section of this Code entitled "Annual Leave."
- (b) An Employee who has reached the maximum accrual amount will be paid overtime compensation for any additional overtime work at the applicable overtime rate when it is incurred.

- (c) Upon termination of employment, Employees shall be entitled to cash payment for unused Comp Time credit accumulated prior to the separation date.
- (d) Exempt Employees do not accrue Comp Time for overtime worked. To calculate sick or Annual Leave time used by an Exempt Employee, the sick time and/or Annual Leave time used will be the difference between total hours in a pay period and total hours worked in that pay period.

12.4.2.3 HOLIDAY PAY

The District shall pay holiday pay for District Holidays (as defined in this Code) as follows:

- (a) Regular Employees who do not work on the District Holiday will receive regular pay for their regularly scheduled work hours. Regular Employees who work on the District Holiday will be paid at the applicable overtime rate for any hours worked up to eight and double-time for hours more than eight hours worked on the District Holiday.
- (b) Hourly Employees who do not work on the District Holiday will receive four hours of regular pay. Hourly Employees who work on the District Holiday will be paid at the applicable overtime rate.
- (c) Operators who do not work on the District Holiday will receive eight hours of regular pay. Operators who work on the District Holiday will receive 8 hours of regular pay for the District Holiday and be paid at the applicable overtime rate.
- (d) Temporary Employees who do not work on the District Holiday will not receive any pay for that District Holiday. Temporary Employees who work on a District Holiday shall be paid their regular rate of pay.
- (e) When a holiday falls on a weekend and the day off is scheduled for a Friday or Monday, an Employee will receive pay for one but not both days as described above.

12.4.2.4 STANDBY STATUS

The Manager of Operations and Maintenance may assign any Employee standby status outside of his or her regular duty schedule. Standby status does not restrict the Employee other than to require Employee to respond by telephone to a telephone/beeper notice within 20 minutes and to arrive at the site of the emergency within one hour of the original time notified. Employees will receive a per diem payment for each day they are assigned on-call duty.

12.4.2.5 CALL-BACK PAY

Employees may occasionally be requested to dispatch to a District facility before or after their regularly scheduled hours. The responding Employee will receive a minimum of two hours of overtime pay each time the Employee is dispatched. The Employee's call-back paid time begins when he or she leaves home to perform the work or logs into the District servers if doing the work remotely and the paid time stops when he/she returns home or logs out of the District's servers, excluding any time for personal errands. For call-backs that flow continuously into a regularly scheduled shift, the call-back is measured from the time the Employee leaves home until the time his or her regular shift begins. All time worked as part of a call-back period will be paid at the overtime rate unless, with supervisor approval, the Employee uses the call-out hours to complete his or her Regularly Scheduled Workday.

12.4.2.6 SHIFT DIFFERENTIAL PAY

Shift differential pay will be calculated on the Employee's Hourly Rate and only in increments of 15 minutes. Shift differential pay will apply only to pay (not benefits) for actual hours worked and will not apply to the use of earned compensatory time, leave, or holidays not worked.

- (a) For Operators, in addition to his or her regular compensation, an Employee will be entitled to receive a shift differential payment of ten percent of the Employee's regular rate of pay if (1) they work between the hours of 7 p.m. and 7 a.m. (2) the hours worked were requested by a supervisor or manager and not by the Employee or for the Employee's convenience.

- (b) For all other staff, in addition to his or her regular compensation, an Employee will be entitled to receive a shift differential payment of ten percent of the Employee's regular rate of pay if (1) they work between the hours of 7 p.m. and 6:30 a.m. (2) the hours worked were requested by a supervisor or manager and not by the Employee or for the Employee's convenience.

12.4.2.7 DISCRETIONARY BONUS

- (a) The General Manager has the sole discretion to approve or disapprove a discretionary, performance-based bonus of up to 3% of an Employee's total compensation during the year preceding his or her annual performance review. Total compensation is calculated as all District paid regular pay, overtime pay, and shift differential pay for the employee's position. An Employee is only eligible for a bonus after he or she has attained the highest proficiency level at his or her position on the Salary Schedule.
- (b) At the Employee's request and subject to accrual limits described herein, the bonus may be converted to Annual Leave. The conversion shall be calculated at the Employee's current salary rate, that is, the amount an Employee is paid for one hour of work shall be converted to one hour of Annual Leave.

12.4.2.8 SPECIAL DUTY INCENTIVE PAY

Employees assigned to serve on the Hazardous Materials Team are eligible to receive special duty incentive pay at the time of their annual performance review. If the Employee served in this capacity for less than 12 months prior to their review, the incentive pay will be prorated for the time the employee was assigned. Selection for these assignments must be voluntary, a vacancy must exist, and the Employee must be approved by the General Manager.

12.4.2.9 TEMPORARY PROMOTION

For the purposes of this Section, a temporary promotion is the full-time performance of most of the significant duties of a position in one classification by an individual in a lower classification. The temporary promotion will be reflected in the Employee's annual performance evaluation.

An Employee who is temporarily promoted for a period of at least 3 weeks shall receive additional pay equal to a three-step salary increase or an 8.25% salary increase, whichever is higher, not to exceed the salary range maximum of the higher classification. With the exception of medical leave, a position shall not be filled by a temporary promotion for more than 12 months, except by mutual agreement of the parties.

12.4.3 RETIREMENT BENEFITS

(a) The Board has approved retirement benefits by contract with CalPERS.

(1) For Employees who were hired prior to January 1, 2013 or employees hired after January 1, 2013 who qualify under the CalPERS definition of a "Classic" employee, the contract provides a benefit of 2% of salary at age 55 with the final average compensation period of 36 months.

(2) For Employees who were hired after January 1, 2013 and do not qualify under the CalPERS definition of a "Classic" employee, the contract provides a benefit of 2% of salary at age 62 with the final average compensation period of 36 months.

(b) Where the law allows, the District provides that the normal member contributions are paid by the District to CalPERS on behalf of the Employee. These contributions are reported as additional compensation under the provisions of the Government Code Section 20691.

(c) If an employee gives his or her Supervisor or Manager written notice of their intent to retire more than six months from the planned retirement date, he or she shall be entitled to a bonus of \$1,000 payable in their final paycheck. To qualify for the incentive, the employee must separate from the District on the date specified in the written notice of retirement.

(d) Retirement benefits are subject to laws governing the CalPERS system.

12.5 ELECTIVE BENEFITS

Elective benefits apply only to Regular Employees. Where "Employee" or "Employees" are referenced in this section, it shall mean "Regular Employee" or "Regular Employees."

Notwithstanding anything to the contrary provided herein, the Board, in its discretion, may change, modify, or discontinue altogether one or all of the elective benefits described herein or otherwise provided by the District.

12.5.1 MEDICAL PLANS

12.5.1.1 GENERAL

The District will maintain membership in at least one group health plan (hereinafter "group plan"), as selected and approved from time-to-time by the Board. Each eligible Employee may participate in a group plan upon completion of the minimum amount of service established by the group plan.

12.5.1.2 DEFINITIONS

For the purposes of Section 12.5.1:

"CalPERS" means California Public Employees Retirement System.

"Eligible Member" or **"Member"** means a Regular Employee, retired Employee, and their dependents. It may also include present and past Board Members within the limits of prevailing law.

"Dependent" means the spouse or registered domestic partner and all dependent children eligible for coverage under the group plan.

"Hourly Rate" means the Employee's annual salary divided by 2,080 hours.

"Retiree" means an Eligible Member at least fifty years of age who has met the eligibility requirements of the District's retirement system, has applied for CalPERS retirement payments to begin at the time that they left employment at the District, and is receiving or is eligible to receive a retirement stipend.

"Level of Enrollment" means the appropriate level of health insurance coverage: single-party, two-party, or family.

"Style of Coverage" refers to the type of coverage either Health Maintenance Organization (HMO) or Preferred Provider Organization (PPO).

12.5.1.3 MEDICAL BENEFITS FOR ACTIVE EMPLOYEES

It is the intent of the District to ensure that medical benefits are available to all Eligible Members. To that end, the following guidelines are provided:

- (a) For Employees, the District will pay the full cost of medical insurance premiums of health plans available to the District through CalPERS. The coverage will include the Employee and all dependents allowed by the CalPERS Health Benefit program. Employees may change the Level of Enrollment and Style of Coverage as allowed by the enrollment rules published by CalPERS.

12.5.1.4 MEDICAL BENEFITS FOR RETIRED EMPLOYEES

The District provides the following medical benefits for Retirees:

- (a) Continuing medical insurance coverage after retirement for Employees and their dependents is subject to the laws governing the CalPERS medical program. Employees must meet the requirements established by CalPERS to be eligible to receive this coverage under the District's health insurance plan.
- (b) Regardless of date of hire, if a Retiree or his or her dependent chooses to participate in the District's CalPERS medical insurance coverage and such Retiree or dependent is qualified to do so, the District pays the Minimum Employer Contribution as defined in Section 22892 of the Public Employee Medical and Hospital Care Act directly to CalPERS. It is the responsibility of the Retiree or dependent to pay CalPERS directly for the remainder of the cost of the medical insurance.
- (c) Coverage for Retirees is subject to the following added condition: when a Retiree attains Medicare eligible age, they must enroll in and retain both Parts A and B of Medicare in order to continue coverage in a Medicare Supplement group plan offered by a District-authorized carrier.
- (d) If a Retiree or his or her dependents choose to participate in the District's CalPERS health insurance coverage and are qualified to do so, the District will reimburse them for the cost of health insurance as follows.

- (1) For Retirees hired as Employees by the District before July 1, 1995 who have worked at the District for five contiguous years, the District will reimburse them for the total cost of health insurance premiums for the Retiree and any qualified dependents. Upon the death of the Employee, the District will continue to reimburse the Employee's dependents for their health care premiums as long as they are allowed to remain insured under CalPERS rules and regulations.
 - (2) For Retirees hired as Employees by the District on or after July 1, 1995 and before January 1, 2013 who have worked at the District for 12 contiguous years, the District will reimburse them for the total cost of the health insurance premium for the Retiree only (no dependents). Upon the death of the Employee, the District will continue to pay the current CalPERS health insurance plan Minimum Employer Contribution for the Employee's dependents as long as they are allowed to remain insured under CalPERS rules and regulations.
 - (3) For Retirees hired as Employees by the District on or after January 1, 2013, the District will provide no direct reimbursement for the cost of health insurance. The District will only be responsible for the CalPERS health insurance plan Minimum Employer Contribution. Upon the death of the Employee, the District will continue to pay the current CalPERS health insurance plan Minimum Employer Contribution for the Employee's dependents as long as they are allowed to remain insured under CalPERS rules and regulations.
- (e) Employees hired on or after January 1, 2013 shall participate in a Health Savings Account Plan (HSA) designed to provide reimbursement of Qualified Medical Expenses upon retirement. "Qualified Medical Expenses" are those expenses authorized under the provisions of Section 213(d) of the Internal Revenue Service Tax Code.
- (1) The District's monthly contribution to an Employee's HSA plan will be revised annually on January 1st and will be based on the following calculation:

50% of the then-current maximum monthly premium for a single party HMO or PPO available from CalPERS

Minus

the then-current CalPERS health insurance plan Minimum Employer Contribution.

- (2) Employees shall be fully vested for all District contributions made on their behalf after one year of employment at the District. If an Employee works for the District for less than one year, the funds in his or her HSA Plan shall revert to the District.

12.5.2 DENTAL AND VISION PLANS

The District will maintain membership in a group dental and vision plan, as selected and approved by the Board, subject to the following:

- (a) For Employees, the District will pay the full cost of dental and vision insurance. The coverage will include the Employee and all dependents allowed by the insurance plan.
- (b) Each Eligible Member may participate in these plans upon completion of the minimum amount of service established by the group plan.
- (c) The District does not pay for either dental or vision benefits for any Retiree. Retirees are eligible under the provisions established through Consolidated Omnibus Budget Reconciliation Act (COBRA) to continue their coverage.

12.5.3 DEFERRED COMPENSATION PLAN

Employees of the District may defer portions of their compensation pursuant to the provisions of Section 457 of the Internal Revenue Code. Deferred compensation plans shall be approved by the Board by resolution or contract.

12.5.4 FLEXIBLE SPENDING ACCOUNTS

Employees may annually contribute to flexible spending accounts (IRS 125 Plan) maintained by the District. An Employee may contribute the maximum allowed by law in any plan year to a “Dependent Daycare Account” and/or an “Unreimbursed Medical Expense Account.” Flexible spending accounts are subject to the provisions of prevailing tax law regarding limitations, administration and disbursements.

12.5.5 EMPLOYEE ASSISTANCE PROGRAM (EAP)

To help maintain the well-being of its Employees, the District has established an Employee Assistance Program (EAP) that provides assessment and referral when problems of a personal nature affect the Employee’s life and work. Participation in the Program shall be confidential and shall not be grounds for discipline.

12.5.6 LIFE INSURANCE PROGRAM

The District provides each Employee with limited Life Insurance and Accidental Death and Dismemberment Coverage in the amount of \$100,000. This coverage is provided at no cost to the Employee. This coverage amount may be reduced after Employees reach a certain age due to limitations in the insurance policy. Additionally, Employees have the option to, at their own expense, purchase additional insurance for themselves and their dependents.

12.5.7 HOLIDAY TIME

- (a) Employees are entitled to leave of absence without loss of pay on the following designated holidays (“District Holidays”): January 1st; Martin Luther King, Jr.’s Birthday; President’s Day; Memorial Day; July 4th; Labor Day; Veteran’s Day; Thanksgiving Day; the day following Thanksgiving Day; and December 25th.
- (b) If a District Holiday falls on Sunday, the following Monday is a holiday. If a holiday falls on Saturday, the preceding Friday is a holiday.
- (c) If a holiday falls on an employee’s flex day off, the employee will receive 8 hours of Comp Time to be used in accordance with the rules set forth in Section 12.4.2.2 of the Administrative Code.

12.5.8 FLOATING TIME OFF

- (a) Employees shall be credited with 16 hours of floating time off each calendar year. The time will be credited in January each year.
- (b) Floating time off must be used during the calendar year in which it is credited. Unused floating time off will not be carried forward to the next calendar year.
- (c) New Employees are credited with eight hours of floating time off if hired on or after July 1st and credited with 16 hours of floating time off if hired before July 1st.
- (d) Any accrued but unused floating time off is paid to the Employee upon termination of employment.

12.5.9 ANNUAL LEAVE

- (a) Employees begin to accrue annual leave from the date of hire. Thereafter, for continuous service, annual leave credit shall be earned at the following rates:
 - (1) Employment start through 48 months, 8 hours per month;
 - (2) 49 through 108 months, 10 hours per month;
 - (3) 109 through 168 months, 12 hours per month;
 - (4) 169 through 240 months, 14 hours per month;
 - (5) Over 240 months, 14.66 hours per month.
- (b) To attract experienced candidates for key positions, the General Manager may, for the purposes of calculating annual leave only, credit a new Employee with additional years of employment at the District commensurate with that Employee's relevant work experience.
- (c) Unused leave credit shall be accumulated and carried forward from month-to-month. An Employee may accrue up to 480 hours of annual leave and Comp Time combined. Once an Employee's accrual balance reaches that limit, the Employee will no longer accrue additional leave.
- (d) Twice each year the District will offer Employees an option to convert annual leave and earned Comp Time into a cash payment. In the case of

financial hardship, the conversion may be done at other times with the approval of the General Manager.

- (1) For each hour of time converted, the Employee will receive cash in the amount of his or her current Hourly Rate of pay, less applicable taxes.
- (2) In order to qualify for this conversion, the Employee must:
 - (i) Have taken at least 80 hours of annual leave time and/or Comp Time off during the preceding 12 months, and
 - (ii) Have at least 80 hours of combined annual leave and Comp Time remaining in his or her accrual after the conversion has been completed.

The General Manager can waive these requirements if the employee submits a request to the General Manager in writing outlining why they were not able to meet the requirements.

- (e) Upon termination of employment, Employees shall be entitled to cash payment for unused annual leave credit accumulated prior to the separation date.
- (f) The District reserves the right to deny annual leave time if it would result in a payment beyond the normal salary payment for any pay period.

12.5.10 PAID SICK LEAVE

- (a) Sick leave for pay credit shall be accumulated at the rate of four hours of leave for each pay period of employment.
- (b) Sick leave credit shall be accumulated and carried forward from month to month.
- (c) If an Employee retires from the District, unused accumulated sick leave may be converted to additional CalPERS service credit based on the guidelines established under the District's CalPERS contract. Unused sick leave is not otherwise compensable.
- (d) There is no limitation on the number of accumulated sick leave hours.

- (e) The purpose of sick leave is to allow an Employee to fill in the hours needed to receive a full salary payment for any pay period. The District reserves the right to deny the payment of sick time if the payment would increase the amount of pay received beyond the normal salary payment for any pay period. "Denial of use" means that the Employees' sick leave account would not be reduced, and the time requested would not be paid.
- (f) Upon termination of employment, Employees are not entitled to cash payment for unused sick leave.
- (g) To aid an Employee when they or a family member has a serious or catastrophic illness or injury, sick leave may be transferred from one or more Employees to the affected Employee, subject to the following conditions:
 - (1) The illness must qualify the receiving Employee for time off in accordance with the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA).
 - (2) Sick leave shall be transferred on an hour for hour basis, and the transferring Employee must have at least 240 hours of sick leave remaining after the transfer has been completed.
 - (3) The transfer may not be made from any Employee to an Employee who signs his or her annual performance reviews.
 - (4) The donation request must be made in writing by the transferring Employee.
 - (5) The donation is subject to the approval of the General Manager and may be denied at his or her sole discretion.

12.5.11 DISTRICT HOUSING

The District may lease District-owned residences at Lake Bard to certain Employees subject to certain duties as specified in the lease.

12.5.12 PROFESSIONAL DUES

The District will pay for the renewal of professional dues for Employees when such dues are related to their fulfillment of duties for the District pursuant to authorization by the General Manager.

12.5.13 TUITION REIMBURSEMENT

To encourage training and professional career advancement, the District may reimburse the costs of tuition, registration, books, and laboratory and parking fees subject to the following terms and conditions.

- (a) Coursework must be related to the Employee's present position with the District or be expected to provide the District with future benefit. Notwithstanding the foregoing, courses not related to the Employee's present position with the District, or which are not expected to provide the District with future benefit, but are required to complete an approved degree, may qualify for reimbursement. Such courses must be approved in advance by the General Manager.
- (b) The maximum rate of reimbursement for tuition costs will be limited to maximum reimbursable amounts per quarter unit or semester unit. The rate of reimbursement is adjusted annually in accordance with the procedure described herein in Code Section 12.4.2(b).
- (c) Coursework is limited to 12 units per quarter or semester, as applicable.
- (d) In order to be eligible for reimbursement, the Employee must successfully complete all coursework for which reimbursement is to be paid with a grade of "C" or better or a passing grade if students are graded only on a "pass or fail" basis.

PART 13 - SPONSORSHIP POLICY

The District intends to participate in, and/or provide funding or in-kind contributions to, eligible organizations and events whose program goals are consistent with that mission. This Policy provides guidance for the District's expenditure of public funds on sponsorship requests and requires consideration of the District's mission, the nature of the proposal, and the District's marketing needs when evaluating any request. The financial management and transparency of any organization receiving a sponsorship are also factors which are evaluated under this Policy to ensure that Calleguas's contributions are being used appropriately.

13.1 SPONSORSHIP

Sponsorship is defined as an agreement or arrangement between the District and a not-for-profit organization, government agency, or an organization hosting a charitable program (where the format involves informing the public about the District), where the organization receives either money or a benefit-in-kind for an event or program. In exchange for such a sponsorship, the District receives publicity or other benefits that further the District's mission. This policy does not apply to memberships, event registrations, or co-funding agreements for water use efficiency projects.

13.2 CRITERIA FOR ELIGIBILITY

The District may approve, at its absolute discretion, a sponsorship request that illustrates the nexus between the requested sponsorship and one or more of the following Criteria for Eligibility:

- (a) Raising public awareness on issues related to the District's mission.
- (b) Building key stakeholder and community relationships to further the District's mission.
- (c) Promoting collaboration with regional partners to further the District's mission.

Examples of sponsorships which may be funded include, but are not limited to, the following:

- (a) Water conferences
- (b) Chamber of commerce events which feature the District or address topics within the mission of the District
- (c) Water-related educational programs

13.3 PROCEDURE

All requests for District sponsorships will be made in writing and submitted to the General Manager's office. Requests may come from staff, Directors, or outside organizations and must contain the following information:

- (a) Name of the person requesting the sponsorship.
- (b) Name of the organization to receive the sponsorship.
- (c) Mission or purpose of the organization.
- (d) Name, e-mail, and phone number of a contact representative for the organization.
- (e) A description of the project, program, or event, and how it fulfills Criteria for Eligibility established by this Policy.
- (f) Contribution amount being requested from the District.

All sponsorship requests must be submitted with adequate time for review and processing.

13.4 CERTIFICATION OF ORGANIZATION

If the total of all sponsorships for a single organization will be \$5,000 or more in any fiscal year, the organization must be certified by the District's Sponsorship Committee. Contributions less than \$5,000 may be approved by the General Manager.

In order to be certified the organization will need to provide:

- (a) Proof of good standing/qualification in California and as a nonprofit recognized by the Internal Revenue Service.
- (b) Financial statements for the three years preceding the request.
- (c) Form 990 tax returns for the three years preceding the request.
- (d) A pro-forma budget for the current year.
- (e) A list of responsible directors and their contact information.
- (f) Such consultant, employment, and contractor agreements for goods and services as may be requested by the District's Sponsorship Committee to support its certification review of items (1) - (5) above. Redaction of personally identifiable information is permitted.

If approved, certification will be required once every three years. The certification process will be performed on an as needed basis to respond to requests, by scheduling a meeting of the Sponsorship Committee. Similarly, the Sponsorship Committee can choose to reconsider certification and decertify an organization at any time in response to a request by a Committee or Board Member.

13.5 APPROVAL PROCESS

The District Sponsorship Committee, consisting of two Board members with support from the General Manager and the Manager of Finance, will review sponsorship requests.

Sponsorship requests will be reviewed and approved as follows:

- (a) Sponsorships of \$5,000 or more will be reviewed and approved annually by the Sponsorship Committee and included in the annual budget.
- (b) If required, the Sponsorship Committee will request and review submitted information to determine the certification status of the organization under this Policy.
- (c) Certification, recertification, and decertification can be performed at any time over the course of the fiscal year, as necessitated by requests by organizations requesting sponsorship, Committee Members, and Board Members.
- (d) Contributions less than \$5,000 may be approved by the General Manager.

No matter how worthy the cause, the District is prohibited by the California Constitution from making outright “donations” (i.e., an outright gift, made without any expectation of tangible or other value being returned) of public funds or property to be used strictly for charitable or similar purposes.

PART 14 – LEGISLATIVE ADVOCACY

These Legislative Advocacy Procedures (Procedures) are intended to guide District officials and staff in monitoring legislative proposals that are likely to impact the District, and to allow for a timely response to these issues. Adherence to the Procedures will ensure that legislative advocacy will be administered consistently and in conjunction with the identified Legislative Priorities (“Priorities”) adopted annually by the Board of Directors. Together, the Procedures and the Priorities will provide the District’s General Manager or designee the direction and discretion to effectively advocate for the District’s best interests in a manner consistent with the District’s strategic plan.

14.1 PRINCIPLES

- (a) The Board of Directors recognizes that active engagement in legislative matters will aid and accelerate the implementation of the District’s strategic and long-term goals. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited by California Government Code Section 54964, the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions that will affect the public agency expending the funds under California Government Code Section 53060.5.
- (b) It is the policy of the District to proactively monitor and advocate for legislation and/or proposed regulations identified by the Priorities and at the specific direction of the Board of Directors. This process may involve interaction with local, state, and federal government representatives and entities. The District also encourages participation in regional, state, and national organizational efforts and associations for the purpose of knowledge enhancement, coalition-building, and general elaboration of the District’s Priorities.
- (c) Given the nature of the legislative process, it is critical that District staff be able to take positions on bills in a timely manner. As such, the General Manager or designee is hereby authorized to take positions on issues that fall within Board adopted Priorities.
- (d) If a legislative or regulatory matter arises that staff believes merits the District’s engagement, but the issue does not fall under an existing Priority, the matter shall be brought before the Board’s Public Engagement, Communication, and Legislative Affairs Committee for consideration and guidance. Periodically, it may be beneficial for the full Board to adopt a

position on an issue that may or may not fall under the approved Priorities. Staff will use discretion in selecting these issues for Board consideration.

- (e) Generally, the District will not address matters irrelevant to the District's services, such as social issues or international relations issues.

14.2 PROCEDURES

Staff will track and respond to legislative issues in a timely and consistent manner, utilizing the following process:

- (a) Staff shall review legislation of potential interest to the District and recommend a position to the General Manager or designee based on one or more of the following criteria:
 - (1) The position recommendation is consistent with the adopted Priorities.
 - (2) The position recommendation is approved by the Board of Directors.
 - (3) The position recommendation is approved by the Public Engagement, Communication, and Legislative Affairs Committee.
- (b) After a position approval is received, staff shall recommend an advocacy course of action to the General Manager or designee. Such courses of action may include, but not be limited to, letters, phone calls, testimony at public meetings, and emails. The General Manager or designee shall approve administration by staff of the appropriate form of advocacy based upon circumstances specific to the situation.
- (c) If a chosen course of action involves legislative position letters, the letters shall state the District's position, as follows:
 - (1) A "support" position means legislation in this area advances the District's goals and priorities.
 - (2) An "oppose" position means legislation in this area could potentially harm the District, negatively impact or undo District initiatives, or does not advance the District's goals and priorities.
 - (3) Positions of "support if amended" or "oppose if amended" may also be communicated, along with specific suggestions for changes in the legislation.
 - (4) Legislation shall be prioritized according to the following categories:
 - i. Priority 1: Bills given a "1" priority are of significant concern because they have a major importance, directly impact the District and / or its member agencies, and /or set a critical precedent. These

bills receive comprehensive advocacy, which will include one or more of the courses of action described in Section 2.

- ii. Priority 2: Bills given a “2” priority are of concern because they may have an impact on the District and / or its member agencies, and / or may set a negative precedent. These bills generally will merit advocacy through District letters and / or coalition efforts.
 - iii. Priority 3: Bills given a “3” priority are of some concern, but are determined to be a lower priority for District resources. These bills will generally be monitored by staff without incurring direct advocacy.
- (d) The General Manager shall retain the authority to sign position letters on behalf of the District without seeking Board approval.
 - (e) The General Manager or designee may also provide a letter of concern or interest regarding a legislative issue without taking a formal position.
 - (f) Periodically, staff shall submit a report summarizing advocacy activity to the Board of Directors. This report shall include the following:
 - (1) A list of the bills evaluated.
 - (2) A summary of the potential impact of the bill on the District and / or member agencies.
 - (3) A summary of the bills on which Calleguas has engaged in written advocacy since the previous report, plus copies of letters submitted.

SCOTT H. QUADY, PRESIDENT
DIVISION 2

ANDY WATERS, VICE PRESIDENT
DIVISION 3

RAUL AVILA, SECRETARY
DIVISION 1

JACQUELYN MCMILLAN, TREASURER
DIVISION 5

THIBAUT ROBERT, DIRECTOR
DIVISION 4

KRISTINE MCCAFFREY
GENERAL MANAGER



BOARD MEMORANDUM

Date: December 18, 2024

To: Board of Directors

From: Charlotte Holifield, Manager of External Affairs

Subject: Item 5.H – Receive and Affirm End-of-Year Legislative Report

Objective: Enhance legislative and regulatory advocacy.

Budget Impact: None.

Recommended Action: Receive and affirm End-of-Year Legislative Report.

Discussion: During the two-year state legislative session, more than 4,700 bills were introduced. The Legislature approved more than 2,200 of these and the Governor signed approximately 1,900. Given the sheer number of these proposals, Calleguas staff focused their advocacy efforts on only the highest priorities, which were guided by the Calleguas Board-adopted Legislative Policy Principles and Priorities.

Under this guidance, the Calleguas advocacy team engaged in numerous targeted advocacy efforts throughout the state and federal legislative terms. Strategies included tracking bills of interest, signing onto coalition letters, crafting District-only letters (often with input from purveyors), and/or discussions with legislators or staff. Throughout the course of this year, letters regarding top priority bills have been included in Board packets.

Attached is a matrix of the state and federal legislative policy proposals on which Calleguas expended the most effort in legislative advocacy throughout 2024. These included bills with potentially broad-ranging impacts on Calleguas and/or its purveyors. The District's Regional Legislative Group served as an important sounding board for purveyor input and was a significant factor in shaping some of the District's advocacy efforts.

In addition to these targeted advocacy efforts, District staff monitored dozens of additional bills and continuously engaged with the Association of California Water Agencies and the California Special Districts Association as a resource for tracking additional proposals.

Attachments:

Calleguas State Legislative and Regulatory Matrix

Calleguas Legislative Priorities Policy

CALLEGUAS STATE LEGISLATIVE & REGULATORY MATRIX											
Topic	Bill No.	Author	Status	Summary	Calleguas Position	Priority (1 - 3)	Calleguas Legislative Priorities	Potential Calleguas or Purveyor Impact	Notable Support / Opposition (partial list)	Calleguas Advocacy	
Prevailing wage adjustments during public works contracts	AB 2182	Haney	Vetoed by Governor 9/27/24	This bill would allow for changes in prevailing wage during public works projects that utilize contractors. Specifically, it would allow for those changes when the Department of Industrial Relations (DIR) adjusts prevailing wage, which is typically every six months.	Oppose Unless Amended	1	1E - preserve district revenues; 1G - alignment in decision-making, cost, and benefit; 3A - oppose increased costs and reduction of local flexibility.	Could create unanticipated cost increases to prevailing wage rates for contractors thereby impacting District and / or purveyor projects and finances.	Support - Several labor unions; Oppose - CSDA Associated General Contractors, Western Electrical Contractors Association	The District wrote individual letters of opposition to the relevant policy committees and worked with California Special Districts Association (CSDA) staff for attempted improvements.	
Ratesetting / litigation	AB 2257	Wilson	Signed by Governor 9/25/24	Would prohibit "surprise lawsuits" after increased rates and fees are adopted by a public agency by requiring interested parties to submit written comments challenging a proposed rate increase at an appropriate point in the ratesetting process rather than at or after its conclusion.	Support	2	1E - preserve district revenues.	Would positively impact purveyors' ratesetting processes by preventing the unpredictability caused by unanticipated litigation alleging issues not previously raised during the protest process.	Sponsor - ACWA; Support - Camrosa Water District, City of Camarillo, CSDA, Las Virgenes MWD, Metropolitan	The District joined numerous coalition efforts in support of the legislation.	
California Water for All	SB 366	Caballero	Vetoed by Governor 9/25/24	Requires Department of Water Resources to engage in formalized water supply planning with a goal to develop a plan for an additional 10 million acre-feet of supply by 2040 in light of infrastructure needs and a changing climate.	Support	1	2D - support climate resilience programs / policies / funding.	Could result in additional infrastructure projects identified as critical to achieving the state's water supply management goals.	Support - ACWA, CSDA, Camrosa Water District, Las Virgenes MWD	The District joined both coalition efforts and written individual letters of support to the relevant policy committees.	
Climate resilience bond	SB 867	Allen	Signed by Governor 7/3/24. Approved by voters in general election 11/5/24.	\$10 billion bond to include \$3.8 billion for safe drinking water, drought, flood, and water resilience programs; \$1.5 billion for wildfire protection; \$1.2 billion for sea level rise resilience; \$450 million for extreme heat mitigation; \$1.2 billion for biodiversity protection; \$300 million for climate resilience and sustainability of agricultural lands; \$700 million for parks and outdoor access; and \$850 million for clean energy.	Support for bill; Board did not take a position on ballot Initiative (Proposition 4).	1	1D - allows District to compete for funding; 2D-supports climate resilience programs.	This bond would provide funding for concrete on-the-ground measures for water programs that may be of benefit to the District and purveyors.	Support - Port of Hueneme, Ventura County Climate Hub Access Fund; Neutral - ACWA	The District joined both coalition efforts and written individual letters of support to the relevant policy committees.	
Low-income water rate assistance program	SB 1255	Durazo	Died in Assembly 8/15/24.	Requires, on or before July 1, 2027, retail water suppliers that serve over 3,300 residential connections to establish a water rate assistance program (WRAP), as specified, to provide assistance to eligible ratepayers for their water and wastewater bills.	Oppose	1	3A - oppose increased costs and local flexibility reduction.	Proposed "opt-out" could result in litigation for purveyors and resident distrust of purveyors.	Support - Community Water Center, LA Waterkeeper, NRDC, Sierra Club Oppose Unless Amended - ACWA, California Municipal Utilities Association, Eastern MWD, Western MWD, IEUA	The District joined both coalition efforts and written individual letters of support to the relevant legislators. In addition, the District has participated in Metropolitan working group discussions about this bill, solicited feedback from Calleguas purveyors, and conveyed that input to Metropolitan.	
Public works contracts - notification to state	AB 1890	Patterson	Vetoed by Governor 8/28/24.	Would require the awarding body of a public works contract to provide notice to DIR if there is a change in the identity of a contractor or subcontractor performing the project or, within 30 days, if the total amount of the contract change exceeds \$10,000.	Oppose	1	3A - oppose increased costs and local flexibility reduction.	Increases costs to public projects by creating new administrative burdens that would impact Calleguas and purveyors.	Oppose Unless Amended - CSDA	The District provided input about this bill on multiple occasions as part of CSDA's Public Works Expert Feedback team.	
Conservation as a California Way of Life regulations	SB 606 / AB 1668 of 2018	Dodd / Friedman	Regulation adopted by State Water Resources Control Board 7/3/24	Requires water retail suppliers to adopt a complex set of water use efficiency measures to achieve a state-mandated water savings target.	Oppose Unless Amended	1	3A - oppose increased costs and local flexibility reduction.	Purveyors raised concerns about increased costs, staff time, complexity and lack of clarity	Oppose - Numerous water suppliers statewide	The District submitted numerous individual and coalition comment letters to the State Water Resources Control Board expressing purveyor concerns and making suggestions for improvement.	

CALLEGUAS FEDERAL LEGISLATIVE MATRIX

Topic	Bill No.	Author	Status	Summary	Calleguas Position	Priority (1 - 3)	Calleguas Legislative Priorities	Potential Calleguas or Purveyor Impact	Notable Support / Opposition (partial list)	Calleguas Advocacy
Special Districts Grant Accessibility Act	HR 7525	Fallon	Passed House of Representatives and sent to Senate. Passed Senate Homeland Security and Governmental Affairs Committee on 10-1 vote. Currently awaiting action on Senate Floor.	Defines a special district as "a political subdivision of a State, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the purpose of performing limited and specific governmental or proprietary functions that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State."	Support	2	1D - Allows District to compete for fair share of regional, state, and federal funding.	Would allow Calleguas and / or purveyors that are special districts to be eligible for specified federal funding opportunities.	Support - CSDA, Camrosa Water District, Oxnard Harbor District, Ventura River Water District, Western Municipal Water District, and 200+ other water/conservation/public agencies	The District has signed onto a coalition effort organized by CSDA.
PFAS Liability	S. 1430	Lummis	In Senate Environment and Public Works Committee.	Would protect water and wastewater systems from CERCLA liability for PFAS contamination	Support	2	3D - Support "polluter pays" principle.	Would protect Calleguas and purveyors from liability for release of perfluoroalkyl or polyfluoroalkyl (PFAS) substances in water or wastewater facilities.	Support - American Public Works Association, American Water Works Association, Water Environment Foundation, Association of Metropolitan Water Agencies	The District sent a letter of support for PFAS liability exemption to Senate leadership in an effort organized by ACWA.
Water Affordability	S. 3830	Padilla	In the Senate Health, Education, Labor, and Pensions Committee.	Establishes and funds a permanent, nationwide water affordability assistance program.	N/A	N/A	1F - Explore and support emerging opportunities in funding and revenue raising mechanisms.	Purveyors could receive federal funding to assist low-income households with drinking water and wastewater bills.	Support - ACWA, California State Association of Counties, League of Cities, 100+ other organizations	Topic of discussion with Calleguas purveyors. No formal advocacy deployed.

Calleguas Legislative Priorities Policy

Mission Statement

Calleguas Municipal Water District (“District”) has adopted a strategic objective to “Enhance Legislative and Regulatory Advocacy,” the components of which include engaging local, state, and federal elected officials and regulators, assembling coalitions, and influencing policymaking, rulemaking, and lawmaking processes that support the District's strategic priorities. To assist with achieving this objective, this Legislative Priorities Policy document, adopted by the Board of Directors annually, serves as a framework guiding the direction and actions undertaken in furtherance of the District's advocacy program.

Policy Goals

- *Advocate* for the District's legislative interests at the local, state, and federal levels.
- *Inform* the Board of Directors and District staff of legislation with potential impact on the District and/or its retailers.
- *Provide regional leadership* to the District's member agencies through regular communication and collaboration.
- *Actively participate with* local, regional, and statewide partners regarding legislative and regulatory issues of importance to the District and region.

Foundational Policy Principles

1. Promote the efficient, effective, and sustainable delivery of supplemental water to the District's service area.
2. Oppose burdensome, costly, redundant, or one-size-fits all approaches to water management.
3. Enhance the District's ability to govern as an independent, local government body.
4. Support cost-effective, sustainable policies and projects enhancing water supply reliability and resilience, including expeditious construction of the Delta Conveyance project.
5. Promote consistency between legislative and regulatory mandates.
6. Advance regional water resource development and watershed management through existing and new partnerships with retailer, local, regional, and cross boundary entities to plan for future water supply needs in a reliable, cost effective, and environmentally responsible manner.
7. Support policies that ensure equity in Southern California water management planning and delivery.
8. Support policies and proposals that expand programs to recruit, engage, retain, and develop highly qualified and top-performing staff.

Legislative Priorities

1. *Finances*

- A. Advocate for funding to maintain system reliability, both via construction of new projects and maintenance of existing infrastructure.
- B. Protect against an unauthorized shift or diversion of revenues, including, but not limited to, redirection of funds to which the District is entitled, such as property tax, in order to backfill state funding obligations that are not linked to District services.¹
- C. Promote the financial health of the District.
- D. Support opportunities that allow the District to compete for its fair share of regional, state, and federal funding, including grants and other funding programs.
- E. Preserve district revenues.
- F. Explore and support emerging opportunities in funding and revenue raising mechanisms.
- G. Ensure alignment between decision-making, cost responsibility, and receipt of benefit.

2. *Resilience*

- A. Support policies and proposals that maintain, develop and improve critical infrastructure, maintain readiness for a variety of emergencies, and promote emergency planning and training efforts.
- B. Support efforts that improve the security, integrity, and reliability of operational and administrative computer systems and networks.
- C. Support actions and investments in cost-effective, beneficial renewable energy to increase energy reliability and reduce overall energy costs.
- D. Explore opportunities to support climate resilience programs, policies, and/or funding that would be of benefit to the District and/or region.
- E. Support actions and funding for local and regional drought-resilience projects that are cost-effective, feasible, and beneficial to the District and / or its member agencies.
- F. Support actions and funding to accelerate new local supply development.

3. *Operations*

- A. Oppose requirements that increase costs and reduce local flexibility.
- B. Support emerging technologies designed to assist in water supply management.
- C. Oppose water use efficiency regulations or proposals that limit local control and/or are burdensome, costly, or unattainable.
- D. Support legislative and administrative approaches promoting the “polluter pays” principle for known contaminants, plus Constituents of Emerging Concern (CECs).
- E. Promote funding for costs associated with monitoring and remediation, support source control proposals, and oppose efforts to hold drinking water and wastewater facilities liable for cleanup of contamination.
- F. Support groundwater policies that promote conjunctive use.
- G. Oppose additional public meetings and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement.

SCOTT H. QUADY, PRESIDENT
DIVISION 2

ANDY WATERS, VICE PRESIDENT
DIVISION 3

RAUL AVILA, SECRETARY
DIVISION 1

JACQUELYN MCMILLAN, TREASURER
DIVISION 5

THIBAUT ROBERT, DIRECTOR
DIVISION 4

KRISTINE MCCAFFREY
GENERAL MANAGER



BOARD MEMORANDUM

Date: December 18, 2024

To: Board of Directors

From: Fernando Baez, Manager of Engineering

Subject: Item 5.I – Approve New Capital Project April 85, LLC (Marz Farms) SMP Discharge Station (Project No. 625); Approve Capital Project Budget Allocation in the Amount of \$51,000; and Authorize the General Manger to Sign the Agreement for Construction and Use of Salinity Management Pipeline Discharge Service Connection

Objective: Improve resilience, support diversification of the regional water supply portfolio, and provide regional leadership by providing brine discharge for an agricultural groundwater desalter.

Recommended Action: Approve New Capital Project April 85, LLC (Marz Farms) SMP Discharge Station (Project No. 625); approve Capital Project Budget Allocation in the amount of \$51,000; and authorize the General Manger to sign the Agreement for Construction and Use of Salinity Management Pipeline Discharge Service Connection.

Budget Impact: Allocate capital project budget in the amount \$51,000. All consultant costs will be paid for by the discharger.

Discussion: April 85 LLC, a group of local berry growers, wants to irrigate using higher quality water to improve water efficiency and crop quality and yield. Their proposed plan is to construct a reverse osmosis system to treat the groundwater for agricultural irrigation and discharge the brine generated from the treatment process into the SMP.

The proposed SMP discharge station is needed to meter and sample the brine discharges from the agricultural groundwater desalter. The SMP discharge station will be located adjacent to the District's SMP Control Tank on Lewis Road in Camarillo.

The Regulatory Compliance Supervisor has reviewed the anticipated water quality of the discharge and it complies with the requirements for the SMP.

This initial budget covers preliminary engineering design activities. Estimated construction costs will follow once preliminary design is complete but are anticipated to be approximately \$420,000. It is anticipated that this project will take approximately 18 months to implement. In accordance with the requirements of the Agreement, April 85 LLC would be responsible for the associated design and construction costs.

Attachments:

- Capital Project Information and Evaluation Sheets
- Agreement for Construction and Use of Salinity Management Pipeline Discharge Service Connection

Calleguas Municipal Water District Capital Project Information Sheet

Name: April 85, LLC (Marz Farms) SMP Discharge Station

Project No: 625

Description: Discharge station to meter and sample the discharge of brine from the growers' reverse osmosis treatment system to the SMP

Location: Adjacent to the SMP Control Tank, Lewis Road, Camarillo

Purpose: To provide a discharge location to the SMP for the brine generated from the grower's reverse osmosis system.

Estimated Construction Cost: \$420,000

Category

- Salinity Management Pipeline
- Water Transmission
- Outage Water Supply Reliability
- Improvements to Existing Facilities
- Rehabilitation, Replacement & Relocation

Budget Estimates

Project Phase	Amount	Cumulative Amount	Date	Notes
Preliminary Design	\$ 51,000	\$ 51,000	12/18/2024	

Calleguas Municipal Water District Capital Project Evaluation Sheet

Name: April 85, LLC (Marz Farms) SMP Discharge Station
Project No: 625

Ranking Category	Description
Consequences of Not Implementing Project (A)	Grower would be unable to connect to the SMP and would therefore not be able to operate the reverse osmosis system. This would result in reduced crop quality and quantities.
Probability of Occurrence (B)	100%
Cost Considerations (C)	The cost of the discharge station would be paid by the grower and, once operating, revenues would be generated.
Evaluation Score	19.4
Priority Ranking	Medium

These scores are from the CIP evaluation performed by the Board and Managers, slightly modified to reflect a specific SMP discharge station rather than the generic SMP discharge station included in the evaluation.

CALLEGUAS MUNICIPAL WATER DISTRICT

AGREEMENT FOR CONSTRUCTION AND USE OF SALINITY MANAGEMENT PIPELINE
DISCHARGE SERVICE CONNECTION

THIS AGREEMENT is made and entered into this _____ day of _____ 2024 (the "Effective Date"), by and between CALLEGUAS MUNICIPAL WATER DISTRICT, organized under the Municipal Water District Act of 1911, as amended (hereinafter referred to as the "DISTRICT") and April 85, LLC (hereinafter referred to as "DISCHARGER").

In consideration of the covenants and agreements set forth herein, IT IS AGREED:

I. GENERAL

- a. DISCHARGER requests that the DISTRICT design and construct a discharge service connection (the "Connection") which will be installed on the DISTRICT's Salinity Management Pipeline ("SMP") at a location between Stations 591+00 and 592+00 with an estimated discharge capacity of 180 gallons per minute (gpm) to accept discharge of Brine from the Martinez Ranch.
- b. DISCHARGER shall timely provide all of the necessary easements to the DISTRICT, as may be requested by the DISTRICT, for construction, operation, and maintenance of the Connection.
- c. DISCHARGER, at its sole cost and expense, shall be responsible for construction and operation of the system from which flow will be discharged by DISCHARGER to the Connection and DISCHARGER agrees that such system shall be designed/constructed/modified to accommodate the design criteria listed in Paragraph III of this Agreement at any and all times that DISCHARGER discharges to and through the Connection.

II. ORDINANCE 19 AND OUTFALL DISCHARGE PERMIT

- a. DISCHARGER acknowledges and agrees that installation of the Connection, and subsequent operation and use of the Connection and SMP, shall be in accordance with and subject to the terms and conditions of the DISTRICT's Ordinance No. 19, as may be amended, modified, and replaced by the DISTRICT from time to time as provided therein (hereinafter "Ordinance 19"). The DISTRICT agrees to provide the Connection and its subsequent operation and maintenance pursuant to the terms and conditions of this Agreement and Ordinance 19 and Discharger shall at all times comply with the terms and conditions of this Agreement and Ordinance 19. A copy of Ordinance 19, in effect as of the date of this Agreement, is attached hereto as Exhibit A.
- b. DISCHARGER shall at all times comply with all requirements of the Waste Discharge Requirements for Calleguas Municipal Water District, Regional Salinity Management Pipeline, Oxnard (National Pollutant Discharge Elimination System No. CA0064521, CI-9404) and its successor permits (hereinafter, "Outfall Discharge Permit"). A copy of the Outfall Discharge Permit, as in effect on the date of this Agreement, is attached hereto as Exhibit B.

III. DESIGN CRITERIA

- a. The following criteria will be utilized as the basis of design for this Connection:

Minimum operating hydraulic grade line in SMP	103 ft above mean sea level
Maximum operating hydraulic grade line in SMP	137 ft above mean sea level
Maximum hydraulic grade line for surge in SMP	200 ft above mean sea level

Minimum discharge at the point of connection*	60 gpm
Maximum discharge at the point of connection	180 gpm

* Low flow is one (1) foot per second of velocity through the flow meter.

IV. WATER QUALITY

- a. DISCHARGER shall pay the reasonable costs for the DISTRICT and/or its designated consultant to (i) conduct pre-connection sampling and water quality analysis to verify that DISCHARGER's discharge will comply with the Outfall Discharge Permit, and (ii) if appropriate as determined by the DISTRICT, prepare a letter to the Regional Water Quality Control Board documenting compliance of DISCHARGER'S proposed discharges with the limitations of the Outfall Discharge Permit.
- b. Prior to commencing these efforts, the DISTRICT shall prepare and deliver to DISCHARGER a cost estimate for such efforts and DISCHARGER shall provide to the DISTRICT a cash deposit in the full amount of the estimate. Upon completion of the pre-connection analysis and letter (if applicable), the DISTRICT will compile all costs associated with these efforts. If the reasonable costs exceed the sum of the deposits made by DISCHARGER, DISCHARGER shall pay the DISTRICT the difference within 60 days of receipt of an invoice. If the costs are less than the sum of the deposits made by DISCHARGER, the DISTRICT will, at its election, either pay DISCHARGER the difference within 60 days or apply the balance to the surge analysis cost deposit described in Paragraph V, below.
- c. DISCHARGER shall not be permitted to begin discharging to the Connection or otherwise use the SMP until the DISTRICT determines that the water quality of DISCHARGER'S discharge complies with the Outfall Discharge Permit. DISCHARGER is solely responsible for adopting and implementing all necessary contingency plans to avoid, minimize, or mitigate any adverse consequences to DISCHARGER resulting from any delay in the use of the SMP arising from or relating to the DISTRICT'S Outfall Discharge Permit compliance determination.

V. SURGE

- a. DISCHARGER shall pay the reasonable costs for the DISTRICT and/or its designated consultant to perform a surge analysis for the discharge in order to assure that the SMP is not subjected to hydraulic transients which may cause structural damage.
- b. Prior to commencing the surge analysis, the DISTRICT shall prepare and deliver to DISCHARGER a cost estimate and DISCHARGER shall provide to the DISTRICT a cash deposit in the full amount of the estimate. Upon completion of the surge analysis, the DISTRICT will compile all costs associated with the analysis. If the reasonable costs exceed the sum of the deposits made by DISCHARGER, DISCHARGER shall pay the DISTRICT the difference within 60 days of receipt of an invoice. If the costs are less than the sum of the deposits made by DISCHARGER, the DISTRICT will, at its election, either pay DISCHARGER the difference within 60 days or apply the balance to the capital cost deposit described in Paragraph V, below.
- c. DISCHARGER shall install, operate, and properly maintain all surge protection facilities as recommended by, and in accordance with, this surge analysis. DISCHARGER shall operate and maintain the Surge Protection System in a way that does not cause any hydraulic transients or pressure changes at the Connection which could cause structural damage to the SMP. The DISTRICT reserves the right, in its sole discretion, to suspend, curtail, terminate, or otherwise interrupt DISCHARGER's discharges into the SMP should the Surge Protection

System fail in whole or in part for any reason, including but not limited to DISCHARGER's failure to properly maintain and operate the Surge Protection System. In addition to all other remedies available to the DISTRICT under this Agreement and applicable law, DISCHARGER shall timely pay for all repairs to the DISTRICT's facilities which result from improper operation and maintenance of the Surge Protection System.

- d. DISCHARGER shall not be permitted to begin discharging to the Connection or otherwise use the SMP unless and until the DISTRICT is satisfied with the results of the surge analysis and notifies DISCHARGER in writing. DISCHARGER is solely responsible for adopting and implementing all necessary contingency plans to avoid, minimize, or mitigate any adverse consequences to DISCHARGER resulting from any delay in the use of the SMP arising from or related to DISTRICT's satisfaction with the surge analysis.

VI. CAPITAL COSTS AND REIMBURSEMENTS

- a. Preliminary Design: DISCHARGER shall deposit an amount equal to the DISTRICT engineer's not-to-exceed amount (with appropriate contingency determined by the DISTRICT) for preliminary design services prior to the DISTRICT authorizing a Notice-to-Proceed for preliminary design.
- b. Design: DISCHARGER shall deposit an amount equal to the DISTRICT engineer's not-to-exceed amount (with appropriate contingency determined by the DISTRICT) for design services prior to the DISTRICT authorizing a Notice-to-Proceed for design.
- c. Construction: DISCHARGER shall deposit an amount equal to the DISTRICT engineer's construction cost estimate plus estimated inspection and construction management costs prior to the DISTRICT's advertising the project for bidding.
- d. Upon completion of construction, the DISTRICT will compile all costs associated with the design and construction of the Connection, including but not limited to engineering, right-of-way acquisition, inspection, permitting, and administration. If the reasonable costs exceed the sum of the deposits made by DISCHARGER, DISCHARGER shall pay the DISTRICT the difference within 60 days of receipt of an invoice. If the costs are less than the sum of the deposits made by DISCHARGER, the DISTRICT will pay the DISCHARGER the difference within 60 days after the Notice of Completion is filed for the project.
- e. In the event the discharge service connection requested herein is not completed for any reason by action or inaction of DISCHARGER, then it is agreed that the DISTRICT shall deduct from the deposit all costs incurred by the DISTRICT and any remaining portion of the deposit shall be returned to DISCHARGER.

VII. AVAILABILITY OF SERVICE

- a. DISCHARGER acknowledges and agrees that service and access may be suspended, curtailed, terminated, or otherwise interrupted, as provided for in this Agreement and/or in accordance with Ordinance 19. DISCHARGER further acknowledges and agrees that the DISTRICT shall not be liable to DISCHARGER or any other person or entity for any loss, liability, damage, claim, or other consequences resulting from the suspension, curtailment, termination, or interruption of service in accordance with Ordinance 19. DISCHARGER is solely responsible for adopting, implementing, and maintaining all necessary contingency plans and preventive measures to avoid, minimize, or mitigate any adverse consequences to DISCHARGER in anticipation of such suspension, curtailment, termination, or interruption.

VIII. ASSIGNMENT AND TRANSFER

- a. DISCHARGER shall not assign or transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the DISTRICT which may be given or withheld in the DISTRICT's sole discretion.

IX. AMENDMENT

- a. This Agreement may only be changed by written amendment signed by both parties; provided, however, that DISCHARGER acknowledges and agrees that DISCHARGER is subject to and shall be bound by any and all amendments, modifications, and changes to Ordinance 19 and/or the Outfall Discharge Permit, without the need for any written amendment to this Agreement. Any oral representations or modifications concerning this Agreement shall be of no force or effect.

X. REPRESENTATIONS AND WARRANTIES

- a. As a material inducement to the DISTRICT to enter into this Agreement, DISCHARGER represents, warrants and covenants to the DISTRICT, which representations, warranties, and covenants shall survive termination of this Agreement, that:
- i. DISCHARGER is duly organized, validly existing and in good standing under the laws of the State of California and has all necessary power and authority to enter into this Agreement and to perform its obligations hereunder;
 - ii. DISCHARGER's execution and delivery of this Agreement, and its performance of all of its obligations, will not violate or constitute an event of default under any agreement or instrument to which DISCHARGER is a party or by which it is bound;
 - iii. All proceedings and approvals required to be taken by or on behalf of DISCHARGER to authorize and perform this Agreement have been duly and properly taken, and this Agreement is a valid and binding obligation of DISCHARGER enforceable in accordance with its terms;
 - iv. To the best of DISCHARGER's knowledge, there is no litigation, proceeding or investigation pending or threatened, to which it is or would be a party, which, if adversely determined, might materially and adversely affect the ability of DISCHARGER to perform its obligations under this Agreement, or which raises a question as to the validity of this Agreement, or any action to be taken hereunder;
 - v. DISCHARGER shall at all times comply with the terms of this Agreement and all laws, rules, regulations, ordinances, and all orders of government and regulatory authorities having jurisdiction, as the same are applicable to DISCHARGER's ownership, operation and maintenance of all property and facilities of or relating to the Connection and the SMP; and
 - vi. No approval, authorization or consent of any government agency or body, or any other person or entity, is required for the valid execution, delivery, and performance of this Agreement by DISCHARGER except for such as have been duly obtained as of the Effective Date. No registration or filing with any government agency or body, or any other person or entity is required for the valid execution, delivery and performance of this Agreement by DISCHARGER except as has been duly completed as of the Effective Date.

XI. COOPERATION

- a. In addition to its duties and obligations under this Agreement, DISCHARGER agrees to reasonably cooperate with the DISTRICT as the DISTRICT may request from time to time in order to design, construct and operate the Connection in accordance with this Agreement, Ordinance 19, and the Outfall Discharge Permit. Without limiting the foregoing, DISCHARGER agrees to timely provide to the DISTRICT information requested and access to DISCHARGER's personnel and facilities as reasonably necessary to carry out the purpose and intent of this Agreement.

XII. CONFLICT

- a. If any term of this Agreement conflicts with the terms of Ordinance 19, Ordinance 19 shall govern to the extent of such conflict.

XIII. ACKNOWLEDGMENT

- a. DISCHARGER acknowledges that it has voluntarily elected to participate in the SMP and by entering into this Agreement DISCHARGER acknowledges and agrees to all of the terms, conditions and requirements of this Agreement, Ordinance 19, and the Outfall Discharge Permit, including without limitation the obligations of DISCHARGER to defend and indemnify the DISTRICT as provided in Ordinance 19. The DISTRICT is entering into this Agreement with DISCHARGER in reliance upon this acknowledgement and agreement, which acknowledgement and agreement constitutes material consideration for this Agreement.

XIV. MISCELLANEOUS

- a. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.
- b. This Agreement supersedes any prior agreements, negotiations and communications, oral or written, regarding its subject matter and contains the entire agreement between the parties relating thereto.
- c. Subject to the restrictions on assignment set forth above, this Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the parties.
- d. In the event that any dispute between the parties arising under this Agreement results in litigation or arbitration, the prevailing party in such dispute shall be entitled to recover from the other party all reasonable fees, costs and expenses (including attorney's fees) incurred in such action.
- e. The provisions of this Agreement shall be governed by and construed in accordance with the laws of the State of California and the venue for all legal or equitable actions relating to or arising from this Agreement shall be Ventura County, California.
- f. If any term, covenant, condition or provision of this Agreement, is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions herein shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.
- g. Any notice, demand or request to be given under or pursuant to this Agreement shall be given in writing at the physical addresses set forth below by personal service; telecopy; overnight courier; or registered or certified, first class mail, return receipt requested:

If to the DISTRICT: Calleguas Municipal Water District
2100 Olsen Road
Thousand Oaks, California 91360
Attn: General Manager

If to DISCHARGER: April 85, LLC
Attn: Patricia Martinez
400 Camarillo Ranch Road, Suite 107
Camarillo, CA 93012

h. All Recitals set forth above, and all Exhibits attached to this Agreement are intended to be and hereby are specifically made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement in Ventura County, California, and have caused this Agreement to be executed in duplicate on the day and year first above written.

CALLEGUAS MUNICIPAL WATER DISTRICT

By _____
Kristine McCaffrey
General Manager

DISCHARGER

By _____
Audelio Martinez
April 85, LLC

SCOTT H. QUADY, PRESIDENT
DIVISION 2

ANDY WATERS, VICE PRESIDENT
DIVISION 3

RAUL AVILA, SECRETARY
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JACQUELYN MCMILLAN, TREASURER
DIVISION 5

THIBAUT ROBERT, DIRECTOR
DIVISION 4

KRISTINE MCCAFFREY
GENERAL MANAGER



BOARD MEMORANDUM

Date: December 18, 2024
To: Board of Directors
From: Tricia Ferguson, Assistant Manager of Human Resources and Risk Management
Subject: Item 6.A - Discussion Regarding Employee Cost of Living Adjustment and Revised Salary Schedule

Objective: In order to pursue workplace excellence, ensure that Calleguas's salaries remain competitive to attract and retain high-quality employees.

Recommended Action: Approve a cost-of-living adjustment of 3.2% effective January 1, 2025 and adopt a revised salary schedule effective January 1, 2025.

Budget Impact: The budget for the current fiscal year assumed an increase of 4%, therefore, there will not be a budget increase over the amount budgeted for salary and benefit costs in the current fiscal year.

Discussion:

Section 12.4.2 (b) of Calleguas's Administrative Code states: "In December of each year, the General Manager shall recommend to the Board a percentage cost-of-living adjustment (COLA) based on the Federal Consumer Price Index (CPI) Report for the 12-month period ending in November for the urban area in closest proximity to the District. Any COLA approved by the Board shall become effective January 1 and apply to salaries, tuition reimbursement amounts, special duty incentive pay, and daily on-call duty pay. The COLA does not apply to the salaries of the General Manager and District Counsel." Over the last 20 years, the Board has approved the COLA adjustment in the amount of the CPI.

Calleguas has high quality and hardworking staff, and it is recommended that the Board approve a COLA effective January 1, 2025 and adopt the resultant revised salary schedule for January 1, 2025.

Attachments:

- Proposed 2025 salary schedule, including tuition reimbursement amounts, special duty incentive pay, daily on-call duty pay, and retirement health savings account contribution
- Chart of Calleguas COLA increases for the past 20 years

CALLEGUAS MWD SALARY SCHEDULE

Effective: January 1, 2025

Position	Annual Salary Range		Semi-Monthly Salary Range	
	Minimum	Maximum	Minimum	Maximum
Board				
Board Member (Per Meeting)		\$ 230.00		
ADMINISTRATION				
Administrative Assistant 1	\$53,898.00	\$73,844.88	\$2,245.75	\$3,076.87
Administrative Assistant 2	\$64,186.08	\$87,940.32	\$2,674.42	\$3,664.18
Senior Administrative Assistant	\$73,715.28	\$100,997.04	\$3,071.47	\$4,208.21
Clerk of the Board	\$118,774.56	\$162,731.76	\$4,948.94	\$6,780.49
Executive Strategist	\$191,958.24	\$262,999.20	\$7,998.26	\$10,958.30
Deputy General Manager	\$229,943.28	\$315,042.48	\$9,580.97	\$13,126.77
General Manager	\$0.00	\$396,750.00	\$0.00	\$16,531.25
FINANCE				
Accounting Technician 1	\$60,506.88	\$82,900.32	\$2,521.12	\$3,454.18
Accounting Technician 2	\$68,814.48	\$94,281.12	\$2,867.27	\$3,928.38
Senior Accounting Technician	\$74,210.16	\$101,674.08	\$3,092.09	\$4,236.42
Accounting Supervisor	\$124,621.68	\$170,742.48	\$5,192.57	\$7,114.27
Manager of Finance	\$202,164.24	\$276,982.80	\$8,423.51	\$11,540.95
HUMAN RESOURCES & RISK MANAGEMENT				
Sr Human Resources Analyst	\$91,646.64	\$125,563.68	\$3,818.61	\$5,231.82
Emergency Response Coordinator	\$100,439.28	\$137,610.72	\$4,184.97	\$5,733.78
Environmental Health & Safety Specialist	\$117,941.04	\$161,589.36	\$4,914.21	\$6,732.89
Assistant Manager of Human Resources & Risk Management	\$141,885.60	\$194,395.92	\$5,911.90	\$8,099.83
Manager of Human Resources & Risk Management	\$175,914.24	\$241,018.32	\$7,329.76	\$10,042.43
ENGINEERING				
Administrative Assistant 1	\$53,898.00	\$73,844.88	\$2,245.75	\$3,076.87
Administrative Assistant 2	\$64,186.08	\$87,940.32	\$2,674.42	\$3,664.18
Senior Administrative Assistant	\$73,715.28	\$100,997.04	\$3,071.47	\$4,208.21
Department Administrator 1	\$77,178.24	\$105,741.12	\$3,215.76	\$4,405.88
Department Administrator 2	\$85,857.60	\$117,631.92	\$3,577.40	\$4,901.33
Construction Inspector 1	\$88,788.00	\$121,647.60	\$3,699.50	\$5,068.65
Construction Inspector 2	\$97,256.64	\$133,249.92	\$4,052.36	\$5,552.08
Electrical Construction Inspector	\$97,256.64	\$133,249.92	\$4,052.36	\$5,552.08
Assistant Project Manager	\$97,897.92	\$134,128.80	\$4,079.08	\$5,588.70
Associate Project Manager	\$110,521.92	\$151,424.64	\$4,605.08	\$6,309.36
Project Manager	\$129,630.48	\$177,605.04	\$5,401.27	\$7,400.21
Senior Project Manager	\$145,797.12	\$199,754.40	\$6,074.88	\$8,323.10
Manager of Engineering	\$202,164.24	\$276,982.80	\$8,423.51	\$11,540.95
EXTERNAL AFFAIRS				
Management Analyst	\$94,362.96	\$129,285.60	\$3,931.79	\$5,386.90
Manager of External Affairs	\$182,950.80	\$250,658.40	\$7,622.95	\$10,444.10
WATER RESOURCES				
Public Affairs Specialist	\$91,308.48	\$125,100.48	\$3,804.52	\$5,212.52
Water Resource Specialist	\$104,150.64	\$142,695.36	\$4,339.61	\$5,945.64
Senior Water Resource Specialist	\$114,566.16	\$156,965.28	\$4,773.59	\$6,540.22
Senior Communications Specialist	\$100,439.28	\$137,610.72	\$4,184.97	\$5,733.78
Principal Water Resource Specialist	\$135,452.88	\$185,581.92	\$5,643.87	\$7,732.58
Manager of Water Resources	\$182,950.80	\$250,658.40	\$7,622.95	\$10,444.10

CALLEGUAS MWD SALARY SCHEDULE

Effective: January 1, 2025

Position	Annual Salary Range		Semi-Monthly Salary Range	
	Minimum	Maximum	Minimum	Maximum
INFORMATION TECHNOLOGY				
IT Specialist 1	\$86,074.56	\$117,929.28	\$3,586.44	\$4,913.72
IT Specialist 2	\$94,682.40	\$129,723.12	\$3,945.10	\$5,405.13
IT Specialist 3	\$109,936.32	\$150,621.84	\$4,580.68	\$6,275.91
Sr IT Specialist	\$123,035.28	\$168,569.04	\$5,126.47	\$7,023.71
Manager of Information Technology	\$182,950.80	\$250,658.40	\$7,622.95	\$10,444.10
OPERATIONS AND MAINTENANCE				
Operations Administration				
Manager of Operations & Maintenance	\$191,958.24	\$262,999.20	\$7,998.26	\$10,958.30
System Maintenance Division				
Maintenance Worker 1	\$58,582.32	\$80,262.48	\$2,440.93	\$3,344.27
Maintenance Worker 2	\$67,485.36	\$92,461.20	\$2,811.89	\$3,852.55
Senior Maintenance Worker	\$79,716.96	\$109,219.68	\$3,321.54	\$4,550.82
Construction Inspector 1	\$88,788.00	\$121,647.60	\$3,699.50	\$5,068.65
Senior Maintenance Crew Leader	\$94,492.56	\$129,463.44	\$3,937.19	\$5,394.31
System Maintenance Supervisor	\$122,270.40	\$167,521.20	\$5,094.60	\$6,980.05
Distribution System Division				
Electro Mechanical Technician 1	\$72,314.16	\$99,076.80	\$3,013.09	\$4,128.20
Electro Mechanical Technician 2	\$81,749.52	\$112,003.92	\$3,406.23	\$4,666.83
Senior Electro Mechanical Technician	\$94,492.56	\$129,463.44	\$3,937.19	\$5,394.31
Distribution Crew Leader	\$101,505.36	\$139,071.12	\$4,229.39	\$5,794.63
Distribution System Supervisor	\$122,270.40	\$167,521.20	\$5,094.60	\$6,980.05
Control System Division				
Instrumentation Technician	\$76,299.84	\$104,537.04	\$3,179.16	\$4,355.71
Senior Instrumentation Technician	\$90,858.48	\$124,483.68	\$3,785.77	\$5,186.82
Control Technician	\$84,186.24	\$115,342.32	\$3,507.76	\$4,805.93
Senior Control Technician	\$98,548.56	\$135,020.16	\$4,106.19	\$5,625.84
Control System Specialist	\$108,354.96	\$148,456.08	\$4,514.79	\$6,185.67
Control System Supervisor	\$123,214.56	\$168,814.80	\$5,133.94	\$7,033.95
Operations Division				
Water Distribution Operator	\$74,003.52	\$101,391.36	\$3,083.48	\$4,224.64
Water Treatment Operator	\$86,512.32	\$118,529.52	\$3,604.68	\$4,938.73
Senior Operator	\$102,490.80	\$140,421.36	\$4,270.45	\$5,850.89
Assistant Operations Supervisor	\$110,521.92	\$151,424.64	\$4,605.08	\$6,309.36
Operations Supervisor	\$128,143.20	\$175,567.20	\$5,339.30	\$7,315.30
Regulatory Compliance Division				
Laboratory Technician	\$80,947.92	\$110,905.68	\$3,372.83	\$4,621.07
Laboratory Coordinator	\$92,178.24	\$126,292.32	\$3,840.76	\$5,262.18
Regulatory Compliance Supervisor	\$133,180.56	\$182,468.64	\$5,549.19	\$7,602.86
General Services Division				
Administrative Assistant 1	\$53,898.00	\$73,844.88	\$2,245.75	\$3,076.87
Administrative Assistant 2	\$64,186.08	\$87,940.32	\$2,674.42	\$3,664.18
Senior Administrative Assistant	\$73,715.28	\$100,997.04	\$3,071.47	\$4,208.21
Facility Coordinator 1	\$62,104.56	\$85,088.16	\$2,587.69	\$3,545.34
Facility Coordinator 2	\$76,650.96	\$105,018.72	\$3,193.79	\$4,375.78
General Services Supervisor	\$122,270.40	\$167,521.20	\$5,094.60	\$6,980.05

CALLEGUAS MWD SALARY SCHEDULE

Effective: January 1, 2025

Position	Annual Salary Range		Semi-Monthly Salary Range	
	Minimum	Maximum	Minimum	Maximum
Part-Time Positions (Hourly)				
Cleaning Crew-Crew Leader (Hourly)	\$0.00	\$30.08	\$0.00	\$30.08
Cleaning Crew 2 (Hourly)	\$0.00	\$28.00	\$0.00	\$28.00
Cleaning Crew 1 (Hourly)	\$0.00	\$25.90	\$0.00	\$25.90
Student Intern (Hourly)	\$20.00	\$30.00	\$20.00	\$30.00

Calendar Year 2025

HMO Premiums

Anthem Select (SELF) HMO	\$ 919.00
Anthem Traditional (SELF) HMO	\$ 1,110.97
Blue Shield (SELF) Access	\$ 948.53
Health Net Smartcare (SELF) HMO	\$ 823.49
Kaiser (SELF) HMO	\$ 944.34
United Health Care (Alliance) (SELF) HV	\$ 890.66
Blue Shield Trio HMO (Self)	\$ 909.10
PERS Gold (SELF) PPO	\$ 864.75
PERS Platnium (SELF) PPO	\$ 1,258.76

Max Premium \$ 1,258.76

50% of Max Premium 629.38

PEMCHA 158.00

Monthly Contribution Amount = 471.38
50% of Max Less PEMCHA

Payroll Contribution \$ 235.69

Calleguas MWD Other Rates of Pay Effective: January 1, 2025

Standby Duty

\$ 66.46 Per Day

Special Incentive Pay

Hazmat Level "A" Team	\$	1,790.30	per year
Hazmat Decontamination Team	\$	841.66	per year

Tuition Reimbursement

Quarter Unit	\$	561.11	maximum
Semester Unit	\$	841.66	maximum

District Housing Lease Rates

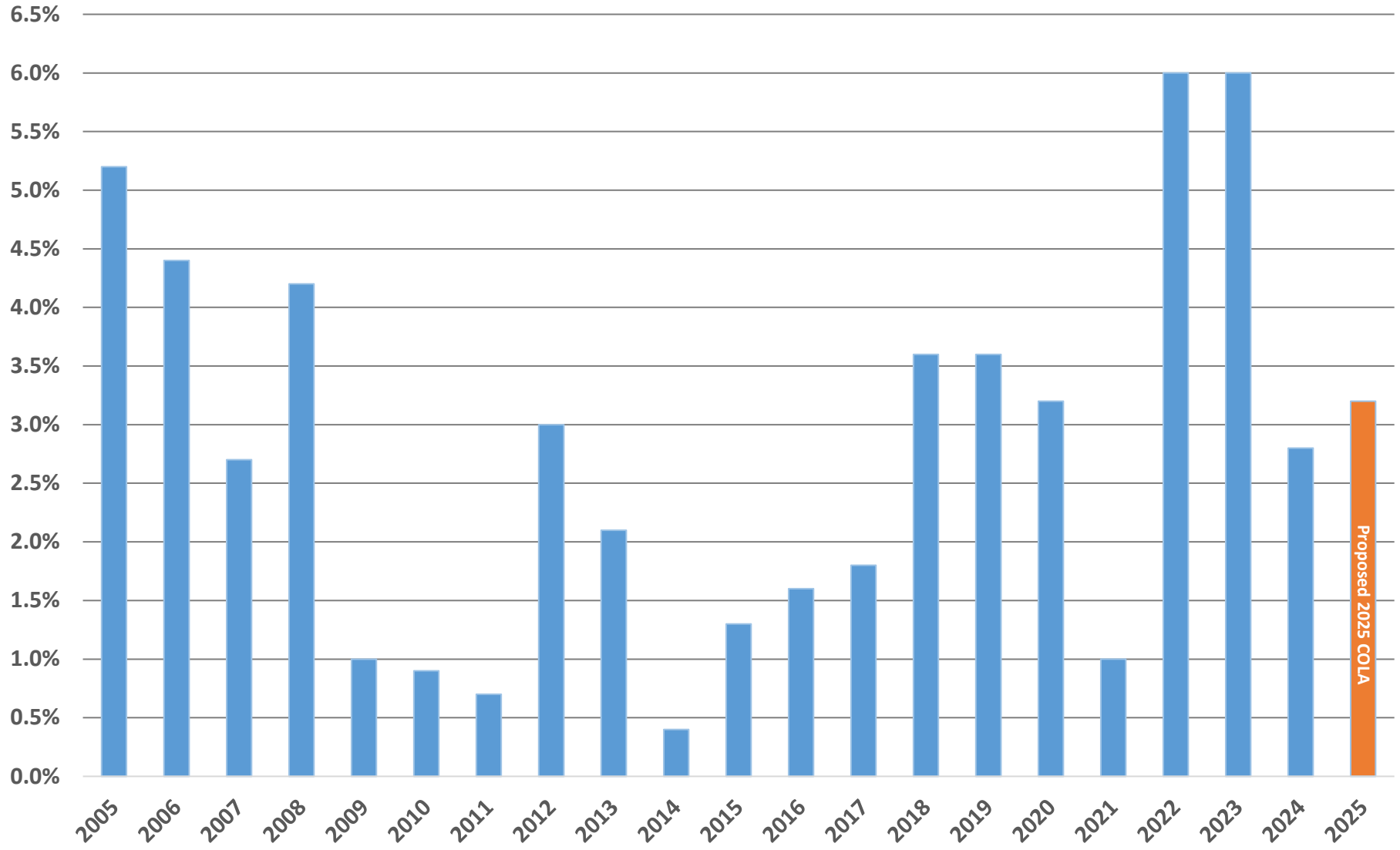
District House #1, 2 & 3	\$	1,789.16	Effective Feb-2025
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Retirement Health Account Contribution*

For Employees Hired after 01/01/13	\$	235.69	per pay period
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* Annual calculation based on Health Premiums not COLA

CMWD Historical and Proposed COLA Adjustments



SCOTT H. QUADY, PRESIDENT
DIVISION 2

ANDY WATERS, VICE PRESIDENT
DIVISION 3

RAUL AVILA, SECRETARY
DIVISION 1

JACQUELYN MCMILLAN, TREASURER
DIVISION 5

THIBAUT ROBERT, DIRECTOR
DIVISION 4

KRISTINE MCCAFFREY
GENERAL MANAGER



BOARD MEMORANDUM

Date: December 18, 2024

To: Board of Directors

From: Jennifer Lancaster, Manager of Water Resources
Dan Smith, Manager of Finance

Subject: Item 6.B - Discussion regarding Reverse Cyclic Program Agreement between Metropolitan Water District of Southern California and Calleguas

Objective: Accomplish the mission in a cost-effective manner by utilizing Metropolitan Water District of Southern California (Metropolitan) programs to reduce future water costs.

Recommended Action: Authorize the General Manager to enter into a Reverse Cyclic Program Agreement with Metropolitan and authorize the purchase of up to 10,000 acre-feet (AF) of reverse cyclic water.

Budget Impact: Savings from the lower cost of the water will be realized in a future year when the water is delivered.

Discussion: In November 2024, Metropolitan approved a Reverse-Cyclic Program that allows member agencies to pre-purchase water at the full-service rate in effect in calendar year (CY) 2024 and CY 2025 for deferred delivery in a future year (not to exceed five years from the time of purchase).

The District is looking to purchase up to 10,000 AF by the end of December 2024 to ensure the water is purchased at the lowest rate possible. With Metropolitan water rate increases expected to average 10.5% over the next 4 years, the District could realize a net savings of up to \$815,000 compounded annually for each year the District does not receive the water from Metropolitan. The payment for this water will reduce the operating cash by up to \$12.5 million, which would represent a reduction of almost all undesignated reserves in the operating fund. Cash reserves will be restored when the water is delivered and sold to the District's purveyors.

The attached agreement includes the terms and conditions for participation in the program and has been reviewed by District Counsel.

Attachment:

Agreement No. A0-5333 Between Metropolitan Water District of Southern California and Calleguas Municipal Water District for the Reverse Cyclic Program

Agreement No. A0-5333 Between
Metropolitan Water District of Southern California and
Calleguas Municipal Water District for the Reverse Cyclic Program

This Reverse Cyclic Agreement (“Agreement”) is made as of December 1, 2024, by and between the METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA (“Metropolitan”), a public agency of the State of California, and CALLEGUAS MUNICIPAL WATER DISTRICT (“Calleguas”), a public agency of the State of California (collectively, the “Parties”).

Section 1. The Parties

- a. Metropolitan is a voluntary cooperative providing wholesale water services to its 26 member agencies, created under The Metropolitan Water District Act (“MWD Act”). Wat. Code appen., §§ 109-25, 109-130.
- b. Calleguas is a member agency of Metropolitan and a wholesale water provider to 19 member retail purveyors. Calleguas is a municipal water district created under the Municipal Water District Law of 1911, Water Code §§ 71000 et seq.

Section 2. Purpose of the Agreement

Through this Agreement, the Parties intend to provide for a means of deferment of Metropolitan deliveries of water purchased by Calleguas to a future year, pursuant to the Reverse Cyclic Program (“RCP”) approved by the Metropolitan Board of Directors on November 19, 2024.

Section 3. Purchase and Deferment of Deliveries

Calleguas agrees Metropolitan may defer deliveries in accordance with this Agreement and Calleguas agrees to pay for the deliveries in accordance with this Agreement. The amount and schedule of RCP purchases for deferred deliveries will be mutually agreed upon in a separate writing prior to the purchase of said amount by Calleguas. RCP purchases will be made upon Metropolitan’s written request to all member agencies to participate in the RCP when it determines water is available and Calleguas’ request to participate, followed by Calleguas’ written acceptance, which may be made pursuant to an email communication to avoid delay. A letter purchase agreement will be executed to confirm this transaction (“Letter Purchase Agreement”). See Appendix A for pre-purchase and delivery examples and Appendix B for an example of a tracking table.

All communications arranging purchases of deferred deliveries pursuant to this Agreement must reference this Agreement. In the event of a force majeure event or a circumstance that may result in a critical need, Metropolitan will prioritize deliveries to address the critical need.

Section 4. Service Rates for Purchases

In exchange for Calleguas agreeing to and accommodating Metropolitan's written request to defer deliveries, Metropolitan agrees to bill Calleguas the full-service water rate and any applicable treatment charge in effect at the time of the purchase. Purchases made under the RCP will be included in the determination of Calleguas' Readiness-to-Serve Charge at the time of purchase. Calleguas' RCP purchase will also be considered as part of Calleguas' Revised-Base-Firm Demand for the year in which the RCP purchases are made. The deliveries will not be counted towards the determination of Calleguas' Capacity Charge at the time of purchase and deferral, nor at the time of delivery, because the deferred delivery of water will be made at Metropolitan's discretion.

Section 5. Determination of Amounts of Purchases to be Deferred

Metropolitan will determine and certify the amount available for the purchase of deferred deliveries. Calleguas' RCP purchases will be included as allocated supply under a Metropolitan Water Supply Allocation Plan implementation, or under any other allocation or shortage program that may be implemented.

Section 6. Schedule of Deferred Deliveries

Metropolitan will complete the deferred deliveries of water Calleguas purchased under the RCP no later than five full calendar years from the date of purchase, unless the Parties mutually agree to a different delivery schedule. When Metropolitan determines water is available, Metropolitan will make deliveries to Calleguas in an amount equivalent to the Metropolitan-requested deferment and purchased by Calleguas under the RCP. Deliveries will be negotiated based on the water resource and operational conditions for Metropolitan and Calleguas, but Metropolitan, at its discretion, shall determine when the water shall be delivered. Metropolitan will make deliveries to Calleguas if there is a critical need. During times when Calleguas is under a Metropolitan allocation, the allocation rules shall govern the provision of water for critical need during that time. Critical need water is subject to an allocation if Calleguas is under a Metropolitan allocation.

There shall be no losses assessed to the RCP balance unless Metropolitan is unable to deliver the pre-purchased water within five years due to Calleguas' inability to receive the water, in which case Metropolitan shall assess losses at a rate of twenty (20) percent per year of the remaining delivery obligation.

Section 7. Indemnity Clause

Liability and indemnification shall be determined pursuant to section 4502 of the Metropolitan Administrative Code, as amended or renumbered over time. Metropolitan provides no warranty or guarantee regarding the quality or content of its water or the suitability of its use for replenishment of groundwater basins. Calleguas acknowledges that it is accepting water "as is."

Section 8. Term

This Agreement shall be effective as of the date and year listed at the beginning of the Agreement and through the end of the last delivery that is made, but all terms other than Section 6 must be completed and are no longer effective after December 31, 2025, coterminous with the term approved by the Metropolitan Board of Directors for the RCP.

Section 9. Termination

Metropolitan may cancel, terminate, or interrupt this Agreement during the effective term by providing 15 days' written notice to Calleguas. Calleguas, at its sole discretion, may cancel or terminate its participation in the RCP by providing 15 days' written notice to Metropolitan. Such termination or change by either party shall not interrupt the delivery deferments of water purchased prior to the termination or change. The provisions of Section 6 and Metropolitan's obligation to make deliveries under the Agreement shall remain until the completion of the last delivery obligation under this Agreement.

Section 10. Application of the Metropolitan Administrative Code

All provisions of the Metropolitan Administrative Code shall apply to deliveries made pursuant to this Agreement, in the same manner as other Metropolitan deliveries, unless specifically and expressly excluded in this Agreement.

Section 11. Billing Procedures

All rates and charges applicable to deliveries to Calleguas, outside of this Program, will apply, unless expressly excluded under this Agreement. Metropolitan will bill Calleguas for RCP purchases requested by Metropolitan and agreed to by Calleguas at the time of purchase and in accordance with the Letter Purchase Agreement, in the same manner as Metropolitan bills Calleguas for all other water sales. Metropolitan will bill Calleguas the full-service water rate and any applicable treatment charge in effect at the time of the purchase.

Section 12. Notices

Any notice required hereunder may be given by email or mail, postage prepaid, addressed as follows:

To: Calleguas Municipal Water District
2100 Olsen Road
Thousand Oaks, California 91360-6800 USA
Attention: Kristine McCaffrey, General Manager
E-mail: kmccaffrey@calleguas.com

To: Metropolitan Water District of Southern California
P.O. Box 54153
Los Angeles, CA 90054-0153
Attention: Brandon Goshi, Manager - Water Resource Management Group
E-mail: bgoshi@mwdh2o.com

Section 13. Interpretation

The Parties have developed this Agreement jointly and in consultation with their respective legal counsel. No ambiguity shall be resolved against any Party on the premise that it or its attorneys were responsible for drafting this Agreement or any of its terms.

Section 14. Governing Law

This Agreement shall be construed in accordance with and be governed by the laws of the State of California.

Section 15. Counterparts

This Agreement may be executed in counterparts, and signatures transmitted via facsimile or electronic mail shall be deemed to be originals. The Parties agree that electronic signatures shall be considered original signatures for all purposes and shall have the same force and effect as original signatures.

Section 16. No Third Party Rights

This Agreement does not create any rights enforceable by any person or entity that is not a Party to this Agreement.

Section 17. Authority

The Parties represent that the persons executing this Agreement on their behalf are authorized to do so.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date and year listed at the beginning of the Agreement.

APPROVED AS TO FORM:

CALLEGUAS MUNICIPAL WATER DISTRICT

By: _____
Walter E. Wendelstein
District Counsel

By: _____
Kristine McCaffrey
General Manager

Date: _____

Date: _____

APPROVED AS TO FORM:

THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Marcia L. Scully
General Counsel

Deven Upadhyay
Interim General Manager

By: _____
Patricia Quilizapa
Senior Deputy General Counsel

By: _____
Brandon Goshi
Acting Manager
Water Resource Management

Date: _____

Date: _____

Appendix A

Reverse Cyclic Purchase and Delivery Example

The following purchase provisions apply:

- a. Metropolitan will make a written request to Calleguas that will identify the purchase amounts for delivery deferment.
- b. In agreement with Metropolitan's written request, Calleguas will make a purchase in CY 2024 or CY 2025 or both for deferred delivery.

The following deferred delivery provisions apply:

- a. Metropolitan will complete the deferred deliveries within five full calendar years from the date of purchase.
- b. Metropolitan at its sole discretion, shall determine when the water shall be delivered, Water may be delivered if:
 - i. Metropolitan, at its sole discretion, determines that it has supplies to deliver the RCP water.
 - ii. Calleguas has expressed a critical need for the deferred water, for example, the groundwater storage basin has reached low levels where wells are not operable or the basin reached emergency storage levels.
- c. If Metropolitan is unable to deliver the pre-purchased water within five years due to the member agency's inability to receive the water, then losses shall be applied to the delivery obligation under this Agreement at a rate of twenty (20) percent per year.
- d. Metropolitan will not apply any losses to the delivery obligation under this Agreement if the water is delivered within five years or if delivered after five years due to Metropolitan's inability to deliver the water within that time.
- e. The balance will be updated following each completed deferred delivery.

Purchase and Delivery, Example 1:

Scenario 1: Metropolitan makes a written request for Calleguas to defer 10 TAF in CY 2025. Calleguas purchases 10 TAF on December 1, 2025, for deferred delivery.

Calleguas does not express a critical need at any point during the agreement terms.

Purchases and Deferred Deliveries

Year	Year Dates	Purchase Amount (AF)	Deferred Delivery Made (AF)	Ending Balance (AF)	Notes
0	12/1/2025	10,000	0	10,000	
1	12/1/2025 to 11/30/2026	0	0	10,000	
2	12/1/2026 to 11/30/2027	0	0	10,000	
3	12/1/2027 to 11/30/2028	0	-5,000	5,000	Metropolitan determines it has supplies
4	12/1/2028 to 11/30/2029	0	-2,500	2,500	Metropolitan determines it has supplies
5	12/1/2029 to 11/30/2030	0	-2,500	0	Metropolitan determines it has supplies

Purchase and Delivery, Example 2:

Scenario 2: Metropolitan makes a written request for Calleguas to defer 10 TAF. Calleguas purchases 10 TAF on December 1, 2025 for deferred delivery.

Calleguas expresses a critical need in year 2026.

Purchases and Deferred Deliveries

Year	Year Dates	Purchase Amount (AF)	Deferred Delivery Made (AF)	Ending Balance (AF)	Note
0	12/1/2025	10,000	0	10,000	
1	12/1/2025 to 11/30/2026	0	-5,000	5,000	Calleguas expresses a critical need
2	12/1/2026 to 11/30/2027	0	0	5,000	
3	12/1/2027 to 11/30/2028	0	0	5,000	
4	12/1/2028 to 11/30/2029	0	-5,000	0	Metropolitan determines it has supplies
5	12/1/2029 to 11/30/2030	0	0	0	

Purchase and Delivery, Example 3:

Scenario 3: Metropolitan makes a written request for Calleguas to defer 10 TAF. Calleguas purchases 10 TAF on December 1, 2025 for deferred delivery

Calleguas is unable to receive all the RCP water within five years of the date of purchase. Metropolitan assesses a 20% loss per year on the remaining obligation until Calleguas accepts all the remaining RCP deliveries.

Purchases and Deferred Deliveries

Year	Year Dates	Purchase Amount (AF)	Loss Applied (AF)	Deferred Delivery Made (AF)	Ending Balance (AF)	Note
0	12/1/2025	10,000	0	0	10,000	
1	12/1/2025 to 11/30/2026	0	0	0	10,000	Calleguas is unable to accept delivery of RCP water
2	12/1/2026 to 11/30/2027	0	0	0	10,000	
3	12/1/2027 to 11/30/2028	0	0	0	10,000	
4	12/1/2028 to 11/30/2029	0	0	-5,000	5,000	Metropolitan determines it has supplies
5	12/1/2029 to 11/30/2030	0	0	0	5,000	Calleguas is unable to accept delivery of the RCP balance
6	12/1/2030 to 11/30/2031	0	$-(5,000 * 20\%) = -1,000$	-1,000	3,000	A 20% loss is applied to the beginning balance
7	12/1/2031 to 11/30/2032	0	$-(3,000 * 20\%) = -600$	-2,400	0	A 20% loss is applied to the beginning balance

Appendix B

CY 2024 and CY 2025 Reverse Cyclic Tracking Table

Metropolitan-Requested Purchases for Deferred Delivery and Delivery of RCP Water

Purchases for Deferred Deliveries

Year	Month	Total Purchase (AF)	Notes

Deferred Deliveries Completed

Year	Month	Total Delivered (AF)	Remaining Balance (AF)

Notes:

General Manager's Monthly Status Report to the Board of Directors



Due to potential risks to water quality for some Calleguas purveyors' systems as a result of the Mountain Fire, Calleguas provided mutual aid by setting up a drinking water filling station over Veterans Day weekend to ensure those affected had access to clean drinking water. Pictured here are Fernando Ferrer, Senior Maintenance Worker, and a City of Camarillo employee filling containers for a resident in need.

Report for November 2024 Activities

Water Resources Implementation Strategy (WRIST)

1. The consultant team continues to prepare the draft Phase 1 WRIST report. The General Manager, Deputy General Manager, and Executive Strategist strategized prioritization and approach for the next steps in implementing the No Regrets actions.

Mountain Fire Response

2. Numerous departments and personnel were involved in Mountain Fire response and recovery efforts, including the General Manager, Deputy General Manager, External Affairs, Human Resources and Risk Management, Operations & Maintenance (O&M), and Water Resources. Highlights of the efforts include:

- External coordination with District purveyors and public safety agencies, including facilitating support for impacted purveyors through mutual aid via the California Water/Wastewater Agency Response Network (CalWARN). The Emergency Response Coordinator worked closely with the Manager of O&M and O&M Supervisors to identify personnel, equipment, and other District resources available to assist purveyors with response and recovery efforts.
- The Emergency Response Coordinator served as the water sector liaison with the Ventura County Emergency Operations Center, participating in meetings with Incident Commanders and county stakeholders and facilitating communications between public safety partners and impacted water purveyors.
- Staff coordinated the regulatory approval of and implementation of a potable water filling station at Springville Hydro, located in Spanish Hills, for residents impacted by Unsafe Water Alerts. Over the course of four days, approximately 60 residents utilized this critical service.
- Calleguas Board and staff members attended several meetings and press briefings focusing on the fire response, where they received the latest information about firefighting efforts, engaged with elected officials and community stakeholders, and conducted media interviews.
- Calleguas staff provided crucial support to personnel at Crestview Mutual Water Company (Crestview) throughout the incident, as its service area was heavily affected by the fire. This included flushing more than 30 fire hydrants and collecting/testing water samples to enable Crestview to return to potable service.
- Multi-departmental teams collaborated to ensure that public messaging and media engagement information were proactive, accurate, and timely.



Water Policy and Strategy

3. In November, the Metropolitan Water District of Southern California (Metropolitan) Board of Directors considered the following issues of particular relevance to the District. Agendas, background materials, live streaming meetings, and video archives for all of the Metropolitan Board and Committee meetings may be accessed through the Metropolitan website, <https://mwdh2o.legistar.com/Calendar.aspx>.
 - Business Model — On November 15, the General Manager and Executive Strategist participated in the Metropolitan member agencies working group developing recommendations to refine Metropolitan’s business model. As reported to the CAMP4W Task Force on November 20, the member agencies discussion is making good progress using a “business model canvas” to explore the elements of Metropolitan’s basic value propositions to its member agencies. In the briefing to the CAMP4W Task Force, Calleguas’s General Manager emphasized the value of the dedicated time and facilitation for the frank discussions necessary to address the issues. In particular, she noted the increased appreciation of how the member agencies have significant differences even as the group explores its common interests. The Senior Assistant General Manager (Water) for the Los Angeles Department of Water and Power (LADWP), Anselmo Collins, expressed Los Angeles’ support for the ability of the business model discussion to fold in other working groups’ recommendations, such as the treated water cost recovery working group, into a set of holistic recommendations for March 2025 (the deadline set by the parent Metropolitan subcommittee). Mr. Collins also expressed the hope that issues identified will continue to be discussed after the preliminary recommendations.
 - Delta Conveyance Project (DCP) — On November 18, the Metropolitan Board met in a Special Joint Meeting of the Executive Committee and Board of Directors to address a variety of water resource-related issues. During the nearly six-hour meeting, the Board heard extensive public comment about the DCP and held a workshop to further explore stakeholder concerns. The workshop included panels with representatives of business, labor, Bay-Delta, and tribal interests and featured extensive exchange between invited stakeholders and the Metropolitan Board of Directors in a broad-ranging question-and-answer format. In December, the Metropolitan Board is scheduled to consider approving Metropolitan’s share of the funding necessary to advance planning, permitting, design, geotechnical investigation, and other preconstruction activities for the DCP.
 - Reverse Cyclic Program — At the same special joint meeting on November 18, the Metropolitan Board approved a reverse cyclic program that will allow member agencies to pre-purchase supplies at the current full-service rate for deferred delivery in a future year. The program addresses an adopted budget expectation that Metropolitan would need to raise additional revenues to balance its current biennial budget. The program was approved for net sales of 100,000 acre-feet (AF) over the 2024 and 2025 calendar years. Given the adopted rate increase for 2025, pre-purchasing water in 2024 offers member agencies an opportunity to realize a discount on future deliveries.
 - Climate Adaptation Master Plan for Water (CAMP4W) — On November 20, Director McMillan and the General Manager participated in the CAMP4W Task Force as part of Metropolitan’s Subcommittee on Long-Term Regional Planning Processes and Business

Modeling. The Task Force reviewed four hypothetical test cases applying the proposed evaluative criteria framework to compare projects and programs under the climate adaptation framework. The Task Force also reviewed a more detailed draft guidance document that will inform the application of the evaluative criteria. The CAMP4W framework will help the Metropolitan Board decide how to make the best-informed decisions for Metropolitan’s future resilience, reliability, affordability, and equity.

- Treated Water Cost Recovery — On November 21, the General Manager and Manager of Finance participated in Metropolitan’s seventh member agency Treated Water Cost Recovery workshop. The workshop reviewed the information presented in previous workshops, including an impact analysis using historical member agency use data and phased implementation options. The workshop included new cost recovery alternatives proposed by member agencies. There continues to be debate among the member agencies about some of the basic premises of cost allocation and how to incorporate the working group’s recommendations into the broader work of the General Managers’ business model discussion.
4. Society for Decision Making Under Deep Uncertainty (DMDU) Conference — From November 19-21, the Executive Strategist attended the annual DMDU conference. DMDU seeks to improve decision making where causation between actions to consequences are unknown or in dispute, and where decisions need to be made over time in dynamic interaction with complex systems operating across multiple scales. The Executive Strategist presented a case study of Metropolitan’s CAMP4W process to explore decision making complicated by the latent conflicting self-interests of its diverse member agencies.

External Affairs

Partnerships

5. From November 1-3, Director McMillan and Director Miguel Luna of LADWP, in their capacity as Metropolitan Directors, hosted a joint “inspection trip” of the Hoover Dam/Colorado River Aqueduct. Director McMillan invited ten guests, including Ventura County Supervisor Kelly Long, Director Quady, members of the service area business community, a representative from The Nature Conservancy Board of Directors, and five Calleguas staff (Engineering Administrative Assistant Megan Nielsen, Maintenance Worker II Tito Ramos, Principal Water Resources Specialist Jen Vasquez, Manager of Water Resources Jennifer Lancaster, and Deputy General Manager Ian Prichard). Director Luna’s group included a similar number of attendees. The tour consisted of a hardhat tour of the inner workings of the Hoover Dam, a full day of touring Metropolitan facilities at Lake Havasu and Copper Canyon, and several stops along the 242-mile Colorado River Aqueduct on the way back to Los Angeles. Director McMillan and the Deputy General Manager gave a presentation to the assembled group on Calleguas’s history, its place within the Metropolitan system, recent challenges, and plans to address those challenges. Tour participants expressed appreciation for the education and insights the tour offered.



6. On November 19, the General Manager, Manager of External Affairs, and Principal Water Resources Specialist participated in the Association of Water Agencies of Ventura County (AWA-VC) Water Issues Committee visit to the National Weather Service (NWS) Los Angeles/Oxnard weather station. This informative tour and briefing covered weather forecasting, the importance of the NWS alert system, and a preview of Southern California winter weather.



7. On November 20, the Deputy General Manager and the Manager of External Affairs attended the monthly meeting of the Ventura County Coalition of Labor, Agriculture and Business (CoLAB) WHEEL (Water, Housing, Energy, Environment, and Land Use) committee. The featured speaker was Chris Collier of Rincon Strategies, who reviewed the 2024 election results. Committee members provided updates on their various interest sectors and the Deputy General Manager provided a Calleguas update.



8. On November 25, the District began its formal partnership with 99.1FM The Ranch of Simi Valley. This collaboration will focus on promoting the December 14 rain barrel distribution event. Components of the agreement include on-air advertisements, placement on The Ranch website, and a rain barrel giveaway contest.

Presentations

9. On November 13, Directors Avila and McMillan, along with the General Manager, attended the Las Virgenes Municipal Water District (LVMWD) Board Meeting where the retirement of Director Charlie Caspary was celebrated. The Calleguas team presented Director Caspary with a certificate commemorating his 24 years of distinguished service to the LVMWD Board of Directors.



10. On November 13, the General Manager was the featured speaker at the Rotary Club of Camarillo weekly lunch meeting. The presentation covered the background and history of Calleguas, firefighting partnerships, the WRIST process, drought, and water use efficiency. Camarillo Mayor Tony Trembley was in attendance and thanked Calleguas for providing critical support during the Mountain Fire.



11. On November 15, the Manager of External Affairs was a guest on the J Perez radio show on 99.1FM The Ranch of Simi Valley. This program reaches approximately 30,000 listeners during the 2:00 – 5:00 p.m. "drivetime" slot. The on-air discussion focused on the December 14 rain barrel distribution event and the newly established partnership between the District and The Ranch, which will include on-air and website promotion of the rain barrel distribution event

12. On November 21, the General Manager presented at the Association of Water Agencies of Ventura County's annual "Big 3" Waterwise breakfast. Other presenters include Casitas Municipal Water District General Manager Mike Flood and United Water Conservation District (UWCD) General Manager Mauricio Guardado. Each General Manager spoke to the theme of connection and collaboration, noting the importance of the interconnectedness of water suppliers in Ventura County to achieving positive results.



State Advocacy

13. On November 12-13, the Manager of External Affairs traveled to Sacramento for several introductory legislative meetings. These relationship-building discussions included state legislative committee consultants, Department of Water Resources (DWR) legislative staff, and Metropolitan staff. Topics focused on the history and background of Calleguas, the WRIST process, Calleguas legislative priorities, and a preview of the upcoming 2024-25 legislative session.
14. On November 22, the Manager of External Affairs was reappointed to the California Special Districts Association Legislative Committee. This committee consists of special district representatives from across California and focuses on a wide array of issues impacting special district governance, finance, and operations. This is the second year the Manager of External Affairs will serve as a member of the committee.

Federal Advocacy

15. Staff contacted the Office of Congresswoman Julia Brownley for a status report on the \$1.1 million allocation the Congresswoman secured for the Lake Bard Pump Station earlier this year under the congressional Community Project Funding Program. This funding was approved by the U.S. House of Representatives as part of the Interior, Environment, and Related Agencies appropriations bill and is awaiting action in the U.S. Senate. According to the Congresswoman's staff, the House and Senate are in disagreement regarding the scheduling of appropriations bills. Some members wish to complete the bills by the end of 2024 while others prefer to delay until next spring. House and Senate Democrats are eager to complete the bills before the end of the year and prior to the new Administration assuming office.

Water Resources

Public Outreach and Engagement

16. On November 5, Calleguas hosted an in-person meeting for purveyor conservation coordinators and public information officers. Staff provided updates on key topics, including recent legislation, Metropolitan programs and initiatives, the Eagle Aerial Water View subscription cost-sharing opportunity to aid purveyors in complying with the new Conservation as a California Way of Life regulations, and the potential for a regional or shared 2025 Urban Water Management Plan. Discussions also covered outreach efforts related to non-functional turf, including a postcard and webpage, and highlights of upcoming events. The meeting concluded with a roundtable discussion highlighting best practices and challenges in engaging commercial, industrial, and institutional property owners.

17. On November 12, the Principal Water Resources Specialist and Senior Communications Specialist participated in the AWA-VC 12th annual Ventura County water tour. This guided bus excursion provided an in-depth look at critical water supply and treatment facilities across Ventura County, which included visits to Calleguas, UWCD, local farms, the City of Camarillo's North Pleasant Valley Groundwater Desalter, and Lake Casitas. Participants heard from experts about challenges and solutions related to water supply, reliability, safety, and quality; water use efficiency; and the essential role of water in supporting agriculture and the local economy. During the visit to Calleguas, the Manager of Water Resources provided an overview of the District and the Operations Supervisor provided a tour of the Lake Bard Water Filtration Plant (LBWFP) and related facilities.

18. On November 15, the District hosted the Ventura County Leadership Academy (VCLA). The Manager of Water Resources provided an informational briefing and the Operations Supervisor gave the group a tour of the LBWFP. VCLA is a non-profit program that connects and develops regional leaders by exploring critical issues and fostering personal and professional growth. The curriculum covers topics such as public safety, education, economic development, water, transportation, healthcare, the environment, agriculture, and governance.



19. On November 19, the Principal Water Resources Specialist participated in the World Toilet Day event at Ventura College. This event provided an opportunity for students to engage with water agency staff from across the region. World Toilet Day highlights the importance of strengthening water and sanitation infrastructure worldwide to help protect communities.



20. Staff continues to work with L.A. Design Studio to redesign the District website to create a modern, user-friendly, and accessible website that effectively communicates information about water services, promotes public engagement, and complies with industry regulations and standards.

Water Use Efficiency and Conservation

21. On November 21, the Manager of Water Resources and Principal Water Resource Specialist attended Metropolitan's monthly Water Use Efficiency group meeting. Meeting topics included updates about Metropolitan Board meeting actions, resources available through the California Water Use Efficiency Partnership, and External Affairs activities. The meeting ended with a member agency roundtable discussion.

22. In November, there were 72 applications with approved reservations under the Turf Replacement Program (TRP) for a total reserved amount of \$814,282 in Metropolitan funding and \$25,802 in Calleguas supplemental funding. Another 10 applications are in the pre-approval stage, awaiting a confirmed reservation. These applications total \$167,817 in requested

Metropolitan funding, although funds are not committed until an application is approved. A small percentage of applications typically drop out at this stage. Only funding remaining available within the supplemental budget will be committed. Since July 1, there have been 54 TRP rebates paid, totaling \$693,429 in Metropolitan funding and \$15,131 in Calleguas supplemental funding. For Fiscal Year 2024-2025, under the Device Rebate Program, there are currently 173 applications in good standing (i.e., rebate applications that have not been denied or expired due to inactivity) totaling \$9,532 in reserved Metropolitan funding and \$1,520 in Calleguas funding. An additional 216 rebates have been paid, totaling \$95,616 in Metropolitan funding and \$4,354 in Calleguas funding.

23. Staff continues to work with Inland Empire Utilities Agency, which is managing the administration of the Turnkey Turf Transformation Project grant received through the DWR Urban Community Drought Relief Grant Program.

Upcoming Events

24. *Rain Barrel Sale and Distribution Event* – Saturday, December 14, 10 a.m. – 12 p.m.
Calleguas is hosting a rain barrel sale and distribution event in partnership with Rain Barrels International at Calleguas headquarters. Rain barrels are available for preorder, which is highly encouraged, at <https://www.rainbarrelsintl.com/events/calleguas-mwd-12-24>. A small quantity will be available for purchase at the event. A \$35-per-barrel rebate, with a limit of two per household, is available through bewaterwise.com after purchase. Customers can choose from rain barrels ranging in size from 50 to 68 gallons, with prices from \$75 to \$110, plus tax.

Miscellaneous Water Resources

25. On November 18, staff received a letter from the City of Oxnard describing its intent to wheel UWCD water through the City's system during UWCD's planned shutdown of the Oxnard Hueneme Pipeline from November 23-26. The shutdown is required for UWCD to perform construction and maintenance activities and will impact water service to mutual water companies outside of the City's or Calleguas's service areas. Because these areas do not have an alternative reliable supply of water, the State Water Resources Control Board Division of Drinking Water (DDW) formally requested that all stakeholders work together to temporarily supply water to the impacted customers. This will be accomplished by the City wheeling UWCD water through its system to affected areas during the shutdown and transferring groundwater allocation from UWCD to the City. This approach will ensure that all essential water needs are met, while maintaining compliance with all relevant rules and regulations.

Water Resource Development

26. On November 21, the Deputy General Manager attended an OceanWell status update. Agencies participating in the onshore conveyance study are moving the Letter of Intent and multiagency funding agreement through their institutional approval processes. The Manager of Engineering also attended the kick-off meeting for the onshore conveyance study. The study will investigate alternatives to convey a new source of water that could be developed in the vicinity of Pepperdine University to users located inland. Several water agencies are participating in the study, including Calleguas, LVMWD, LADWP, Los Angeles County Waterworks District 29, Santa Clarita Valley (SCV) Water, Three Valleys Municipal Water District (MWD), Upper San Gabriel Valley Water District MWD, and West Basin MWD. Additionally, on November 19, the Manager

of External Affairs participated in a virtual meeting coordinated by LVMWD regarding a proposed event for Ocean Well’s pilot testing at the LVMWD reservoir. Details of the event, tentatively scheduled for January 10, are in development.

Groundwater Resources

Fox Canyon Groundwater Management Agency (FCGMA)

27. The FCGMA Board did not meet in November.

Las Posas Valley (LPV) Watermaster Policy Advisory Committee (PAC) and Technical Advisory Committee (TAC)

28. On November 7, the Deputy General Manager, in his capacity as Chair of the LPV PAC, attended the PAC meeting. The PAC approved the ad hoc committee’s consolidated comments on the FCGMA Five-Year Groundwater Sustainability Plan Update and revisited a protest letter from the Del Norte Water Company, a mutual water company in the west Las Posas Valley, regarding basin assessment charges.

29. On November 21, the Deputy General Manager, in his capacity as Chair of the LPV PAC, attended the PAC meeting. Topics of discussion included a protest letter from Scholles Ranches and the status of “draft” Basin Optimization Yield Study and “draft” Basin Optimization Plan documents.

30. The PAC regularly meets the first and third Thursdays at 3:00 p.m. in the Calleguas Board room. The December 5 meeting has been cancelled.

Groundwater Storage

31. Groundwater storage totals through the end of October include 0 AF of well production and 0 AF of well injection.

Groundwater storage totals through October are as follows:

East Las Posas Wellfield Injection	0 acre-feet
East Las Posas Wellfield Allocation	0 acre-feet
East Las Posas In Lieu	6,348 acre-feet
West Las Posas In Lieu	25,192 acre-feet
Conejo Creek Project	23,453 acre-feet
UWCD Storage	10,482 acre-feet
Oxnard In Lieu	18,060 acre-feet

Engineering

Construction

32. *Calleguas-Las Virgenes Municipal Water District (LVMWD) Interconnection (450)* – The contractor, Kiewit Infrastructure West Co. (Kiewit), applied hydroseed on disturbed areas and slopes at the Pump Station/Pressure Reducing Station site. Kiewit continued addressing the list

of deficiency items and staff continued to coordinate with LVMWD staff in preparation for the upcoming Pump Station startup and testing activities. *(CIP Priority: High)*

33. *Lake Sherwood Pump Station Rehabilitation (591)* – Southern California Edison (SCE) completed the installation of the new permanent power service connection and meter and the contractor completed the pre-start-up check for the newly added pump. The new discharge surge tank level sensing probes were installed. The District's system integrator, Northern Digital, Inc., installed the motor protective relays in the new pump station control panel. *(CIP Priority: High)*

Design

34. *Conejo Pump Station Rehabilitation (480)* – HDR Engineering submitted a Draft Value Engineering Report detailing the design alternatives developed during October's Value Engineering Workshop, which is under review by staff. *(CIP Priority: High)*
35. *Salinity Management Pipeline (SMP), Phase 3 (536)/Phase 4 (561)* – District staff attended a coordination meeting with representatives from the LVMWD–Triunfo Water and Sanitation District (TWSD) Joint Powers Authority and the Pure Water Project design team to discuss pressure requirements for discharge into the SMP. Perliter & Ingalsbe (P&I) continued design work. *(CIP Priority: Low)*
36. *Calleguas-Ventura Interconnection (562)* – The design consultant, P&I, continued preparing the pipeline design. Preparation of the appraisals for the temporary and permanent easements was initiated. *(CIP Priority: High)*
37. *Simi Valley Tank (569)* – The District is obtaining an updated appraisal of the project property. The geotechnical subconsultant submitted a draft report to the design consultant, P&I, for review. *(CIP Priority: High)*
38. *Oxnard-Santa Rosa Feeder and Santa Rosa Hydro Improvements (582)* – Staff continues review of the revised 90% instrumentation plans and specifications. (No change.) *(CIP Priority: Medium)*
39. *Crestview Well No. 8 (585)* – Crestview's General Manager is pursuing initial investigatory steps to identify appropriate modifications to the agreement to better meet both organizations' needs; however, addressing the impacts of the Mountain Fire took precedence this month as the wildfire significantly affected the Crestview service area. *(CIP Priority: Not Evaluated)*
40. *LBWFP Flowmeter and Lake Bard Outlet Tower Improvements (587)* – Kennedy-Jenks (KJ) is preparing 100% plans and specifications. *(CIP Priority: High)*
41. *Fairview Well Rehabilitation (589)* – The design consultant, MKN, submitted the final preliminary design report, which is under review by staff. *(CIP Priority: High)*
42. *Lindero Pump Station Rehabilitation (592)* – The design consultant, KJ, revised the drawings and specifications for the larger generator footprint and submitted the documents for review. *(CIP Priority: High)*

43. *Calleguas Conduit North Branch (CCNB) Broken Back Rehabilitation, Phase 4 (598)* – Staff continued to investigate potential technologies for locating the precise extents of pipeline encasements. (No Change.) (CIP Priority: High)
44. *Existing Crew Building Improvements and Crew Building Expansion (603R)* – This Item has been renamed to reflect the project’s portion of the work, the existing Crew Building’s improvements and expansion. Staff provided comments on KJ’s proposal for Bid Document Preparation Services. The remaining portions of the original project are detailed below as new Project Nos. 620, 621, and 622. (CIP Priority: High)
45. *Somis Farmworker Housing SMP Discharge Station (607)* – The District continues to wait for the developer, Amcal, to obtain temporary and permanent construction easements and to submit the construction deposit. (No Change.) (CIP Priority: Medium)
46. *Wellfield No. 2 Solar System (613)* – Staff is reviewing TerraVerde Energy’s proposal for Procurement Support Services and updated Project Savings Evaluation. (CIP Priority: Low)
47. *CCSB Strengthening for Metrolink SCORE Improvements (614)* – The District and its design consultant, Phoenix Civil Engineering, continue to work with Metrolink and Southern California Regional Rail Authority staff to address Union Pacific’s questions about the District’s application to perform the improvements. (CIP Priority: High)
48. *Networking Center Relocation and Administration Building Storage Room Addition (620)* – This project is comprised of the portions of the original Crew Building Expansion and Networking Center Relocation related to relocation of the Networking Center and construction of the Administration Building Storage Room. Staff provided comments on KJ’s Draft Bid Documents. (CIP Priority: High)
49. *LBWFP Roof Replacements (621)* – This project is comprised of the portions of the original Crew Building Expansion and Networking Center Relocation associated with LBWFP Roof Replacements. KJ continues with preparation of Bid Documents. (CIP Priority: High)
50. *LBWFP Site Civil and Electrical Improvements (622)* – This project is comprised of the portions of the original Crew Building Expansion and Networking Center Relocation related to Civil and Electrical Improvements. Staff is reviewing KJ’s proposal for Bid Document Preparation Services. (CIP Priority: High)

Studies & Planning

51. *Analysis of Wood Ranch Dam and Dikes* – The Division of Safety of Dams completed review of the laboratory test results for permeability of soil materials and notified the District that they did not have any questions or comments. Staff met with Leighton Consultants to discuss laboratory test results and preliminary findings, as well as potential next steps.
52. *Pipeline Condition Assessment Program* – V&A Engineering provided their Draft SmartBall Inspection Report of the 39-inch Oxnard-Santa Rosa Feeder – Units 1 and 2. Staff returned comments to V&A Engineering.

53. *Study of Seismic Impacts to the Santa Susana Tunnel* – Staff prepared a post-earthquake evaluation procedure for reviewing the ground motion parameters at the tunnel site to aid in determining if a tunnel inspection is warranted.
54. *LBWFP Secondary Access* – The consultant, MNS Engineers, Inc. held a meeting with District staff to discuss the six previously identified potential alternatives for a secondary access road to the LBWFP, which were narrowed down to three alignments to be further analyzed.

Grants and Funding Opportunities

55. *Proposition 1, Round 1 Integrated Regional Water Management (IRWM) Implementation Grant Funding* – Progress reports and invoices for the third quarter of 2024 were submitted. At DWR's request, the Watersheds Coalition of Ventura County is coordinating with other IRWM regions in the funding area to provide supplemental information for the request for amendment to the grant agreement to reallocate the funding from the City of Camarillo's Recycled Water Reservoir, which is not proceeding, to the remaining three projects in the agreement (Calleguas–LVMWD Interconnection [Project No. 450], UWCD Iron and Manganese Removal Project Phase 1, and City of Ventura Eastside to Westside Waterline Interconnection Project Phase 2).
56. *Proposition 1, Round 2 IRWM Implementation Grant Funding and Urban Community Drought Relief Grant* – Progress reports and invoices for the third quarter of 2024 were submitted.
57. *U.S. Bureau of Reclamation (USBR) Title XVI (Water Reclamation and Reuse) Feasibility Report* – USBR issued formal approval of the feasibility report, which is a prerequisite to eligibility for grant funding.
58. *Training* – The Manager of Engineering provided an update on the findings of the Santa Susana Tunnel inspection and one of the Senior Project Managers provided a presentation on construction project punchlist best practices. The Manager of Engineering and the Project Managers participated in webinars focused on construction claims and the preparation of Environmental Impact Reports for capital projects.

Miscellaneous Engineering Activities

59. *Advanced Clean Fleet (ACF) Regulations and Compliance* – Staff continues to monitor all regulatory updates from the California Air Resources Board related to the ACF regulations and compliance.
60. *Administration Building Cubicle Reconfiguration* – The cubicle reconfiguration is necessary to provide individual workspaces for each staff member in the Administration Building; several staff have been working remotely and/or in the hoteling space due to a lack of sufficient workspaces. Ahead of the work, each staff member with a workspace in the affected area temporarily stored their belongings; IT removed all computers, accessories, and printers; and O&M boxed up all items on shelves and removed all furniture. The cubicle reconfiguration contractor, PeopleSpace, removed all existing cubicle partitions, then the carpet was replaced. IT and O&M staff installed the necessary electrical and networking cables to



serve the new cubicle layout. PeopleSpace completed the majority of the cubicle installation work and IT reinstalled the computers and accessories. A few items were missing (including some storage cabinets and the correct glass partitions for the cubicle walls) and are being procured for later installation.

Operations and Maintenance

System Operations

61. Camrosa's Round Mountain Water Treatment Plant, the City of Camarillo's North Pleasant Valley Desalter, and Port Hueneme Water Agency's water treatment plant are currently online and discharging brine into the SMP.
62. Control Systems staff prepared for anticipated wind and responded to Public Safety Power Shutoff (PSPS) events. Staff also calibrated analyzers and repaired flow switches and analyzers in preparation for LBWFP operations, which began November 12. Replacement and repair of programmable logic controllers and uninterruptible power supply units at Grandsen Pump Station and the LBWFP were also completed.
63. Control Systems staff performed preventative maintenance and routine inspection on:
 - LBWFP
 - Headquarters
 - Springville Hydroelectric Generator
 - Conejo Pump Station
 - Grandsen Pump Station
 - Lake Sherwood Pump Station
 - Pressure Regulating Station Nos. 5 and 9
 - Moorpark Lateral Pipeline
 - Moorpark Flow Monitoring Station
 - West Portal Overflow
 - Brandeis Turnout
 - California American Turnouts
 - City of Camarillo Turnouts
 - Crestview Turnouts
 - Golden State Water Turnouts
 - City of Simi Valley Turnouts
 - City of Thousand Oaks Turnouts
 - Grimes Canyon Disinfection Facility (GCDF)
 - Well Nos. 3 and 5
 - Wellfield Monitoring Wells
64. Distribution System staff supported LBWFP operations by replacing a sample pump, completing repairs in the washwater recovery basin, and repairing an ozone leak. In addition, staff completed repairs to the Well No. 17 sand separator and sent the Grandsen Pump Station Hydro motor out for repair.

65. Distribution System staff performed preventative maintenance and routine inspection on:

- LBWFP
- Conejo Hydroelectric Generator
- East Portal Hydroelectric Generator
- Santa Rosa Hydroelectric Generator
- Springville Hydroelectric Generator
- Conejo Reservoir
- Grimes Canyon Reservoir
- Lake Sherwood Reservoir
- Newbury Park Reservoir
- Westlake Reservoir
- Conejo Pump Station
- Fairview Pump Station
- Grandsen Pump Station
- Lake Sherwood Pump Station
- Lindero Pump Station
- TOD Pump Station
- CCNB Relief Station
- Pressure Regulating Station Nos. 3, 4, 6, 6A, 7, 8 and 9
- Conejo Standby Generators
- California American Water Turnouts
- City of Thousand Oaks Turnouts
- Well Nos. 2, 3, 5, and 17
- GCDF

66. Staff responded to a pipeline leak on the Oxnard-Santa Rosa Feeder Unit 1 over the Veterans Day weekend. Staff was able to complete the repair in-house and return the line to service in less than 24 hours. Staff also continues to work on the Lake Bard Dedication Site, placing decomposed granite and paving stones. In preparation for running the LBWFP, copper sulfate was applied twice in November by System Maintenance staff as an algacide to improve performance.



67. System Maintenance staff performed preventative maintenance and routine inspection on:

- Headquarters
- LBWFP
- Lake Bard
- Springville Hydroelectric Generator
- CCNB Unit 2
- Oxnard-Santa Rosa Feeder Unit 2
- Conejo Pump Station
- Fairview Pump Station
- Grandsen Pump Station
- Lindero Pump Station
- Pressure Regulating Station No. 4

- Grimes Canyon Reservoir
- Lake Sherwood Reservoir
- SMP Control Tank
- Springville Reservoir
- Thousand Oaks Reservoir
- Westlake Reservoir
- California American Turnouts
- TWSD Turnouts
- Wells 1 - 18
- Wellfield Site Maintenance

68. Water quality met all State Water Resources Control Board Division of Drinking Water standards for the month of November.

69. The Conejo, East Portal, Springville, and Santa Rosa Hydroelectric Generators are currently available for operation and are online as flow conditions permit. While one of the Grandsen Hydrogenerators is out of service for motor repair work, the other unit continues to be available for operation.

Miscellaneous Operations and Maintenance Activities

70. Operations and Maintenance staff provided design review and other support to the Engineering Department on various projects, including:

- LVMWD-Calleguas Interconnection (Project No. 450)
- Lake Sherwood Pump Station Rehabilitation (Project No. 591)

71. The District measured 0.07 inches of rainfall from November 1 to November 25 at the Lake Bard site. Measurable rainfall for the current water year, beginning October 1, is 0.07 inches.

Human Resources and Risk Management

Human Resources

72. On November 4, the District welcomed the new Manager of Operations and Maintenance, Omar Castro. District staff completed onboarding activities that included introductions, benefit overview and enrollment, computer/workstation setup, IT network training, and a facility tour.

73. On November 6, twelve staff attended the General Manager's District Management Orientation, which is a requirement of the ACWA Joint Powers Insurance Authority (JPIA) Professional Development Program. The presentation covered District operations, financial management of the District, and Board duties.

74. On November 12-15, the Assistant Manager of HRRM and the Senior Human Resources Analyst attended the California Public Employers Labor Relations Association annual conference. This three-day conference provides valuable training and resources in leadership, personnel management, and labor relations.



75. Staff coordinated the District's annual food drive with FoodShare of Ventura County, which provided District employees the opportunity to contribute non-perishable food items to be distributed to the community during the holiday season.



Risk Management

76. Ventura County Fire Department (VCFD) continued work at the Helispot site at Wellfield No. 2. The mobile dip tank unit owned by VCFD is onsite and electrical issues are being addressed.

77. The Emergency Response Coordinator led District response and coordination efforts for the PSPS events in November, including internal coordination with staff to prepare for, and respond to, PSPS and incidental power outages from November 4 - 9 in anticipation of and due to strong Santa Ana winds. The District had 64 separate SCE service accounts on 23 different SCE circuits under consideration for PSPS de-energization throughout the incident. PSPS and incidental power outages occurred at several critical facilities, including District headquarters, Wellfield Nos. 1 and 2, Santa Rosa Hydro, pressure regulating stations, and several turnouts; however, system operations were not interrupted.

78. On November 20, the Emergency Response Coordinator attended SCE's virtual PSPS Advisory Board Meeting. The meeting included an update on PSPS events that have occurred in 2024 and a fire outlook for the remainder of the year.

79. The Environmental Health and Safety Specialist completed a review of the following safety plans and submitted the plans to managers and supervisors for comment:

- Chemical Leak and Spill Response Plan
- Hazard Communications Plan
- Respirator Protection Plan

80. The Environmental Health and Safety Specialist provided Confined Space Entry Supervisor support for the Engineering Department during an entry to the Clearwell to perform an inspection.

81. The Environmental Health and Safety Specialist provided training to Engineering and O&M staff on chemical leak and spill prevention.

82. The Environmental Health and Safety Specialist reviewed and submitted the District's Hazardous Materials Business Plans, required to be submitted to the California Environmental Reporting System annually.

Finance

83. Staff processed and paid 310 invoices, totaling approximately \$13.8 million, between October 29 and November 25.
84. Staff prepared purveyor invoices for water sales in October totaling \$13,549,721.97. Metropolitan invoiced the District for the same period a total of \$9,605,600.25.
85. The Metropolitan invoice for water purchased in September and paid in November is \$11,037,243.07.
86. The balance in the LAIF account as of October 31 was \$11,392,913.63. The monthly effective yield is at 4.518% for October.
87. The Los Angeles-Long Beach-Anaheim Consumer Price Index for October was unchanged over the past month and up 3.0% from a year ago.
88. Audit requests have been provided to the District's auditors. Staff has completed all final audit schedules and documentation and is working with the auditors to answer questions to achieve completion.
89. District staff, financial advisors, and representatives from the Wells Fargo refinancing team met with Moody's and Standard & Poor's to discuss the District's proposed bond refinancing.
90. The District's high bond ratings were reaffirmed, with a Moody's rating of Aa2 and an AA+ from S&P. These excellent ratings will help the District pay the lowest interest possible on the refinanced bonds.
91. Staff has completed all bond documents related to the District's refinancing of the 2010B Bonds. Staff is also working with Bond Counsel and a financial advisor to prepare for next steps in the refinancing process.

Information Technology

Cybersecurity

92. On October 30, staff attended a virtual meeting for Cybersecurity Awareness Month coordinated by SCV Water, with the assistance of the U.S. Environmental Protection Agency and the federal Cybersecurity and Infrastructure Security Agency. The meeting focused on operational technology networks alongside administrative networks and included a tabletop exercise.
93. Staff supported AllConnected in installing log capturing software on all workstations, which will assist with cybersecurity monitoring.
94. During October, the District's phishing campaign resulted in a 34.1% reporting rate and a 2.4% click rate. The security awareness training resulted in an 89% completion rate with average scores of 97%.

Hardware & Software

95. Staff supported the end-of-life replacement of the copier, scanner, and printer in the Control Room.

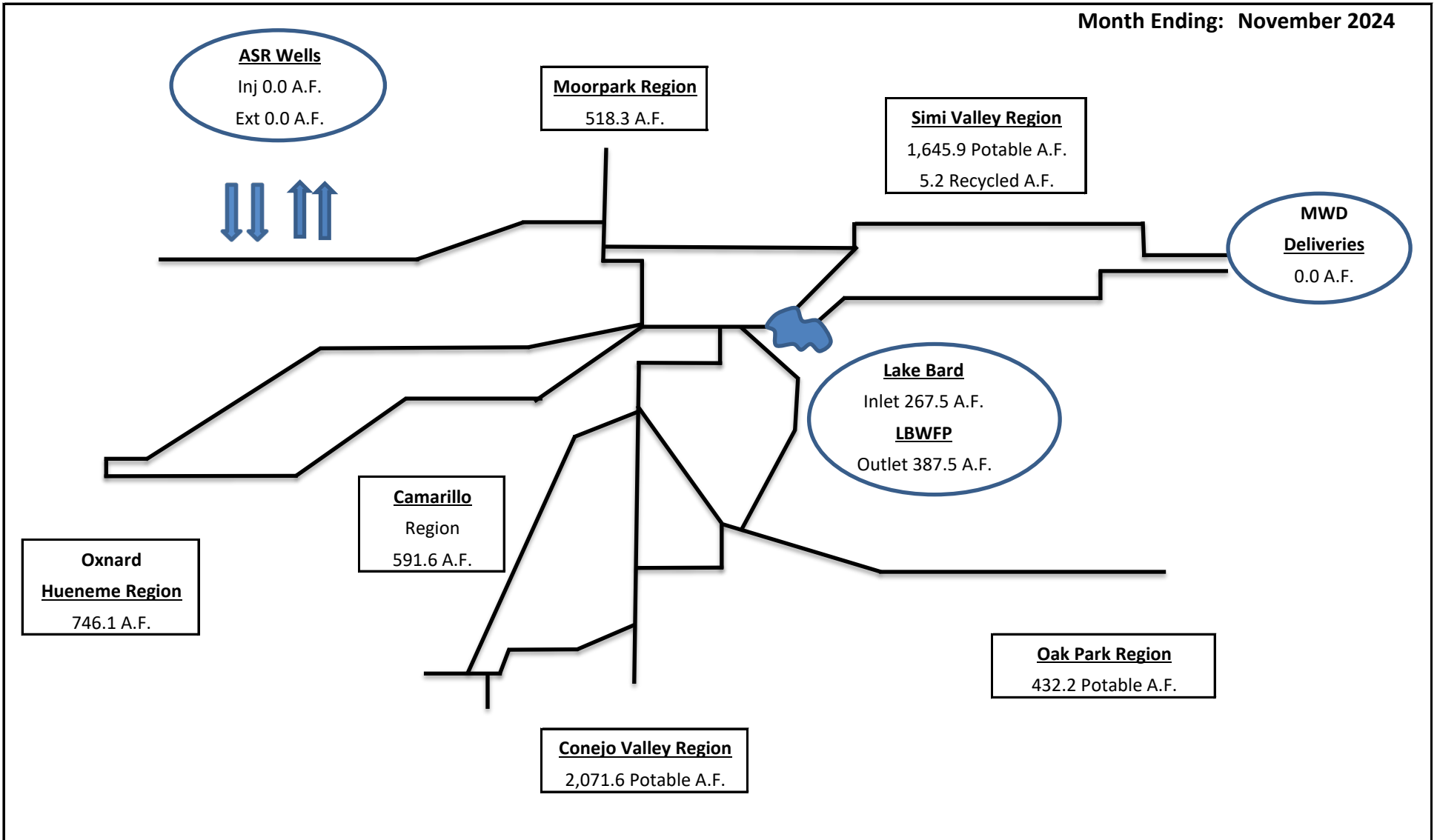
96. Staff continues the process of replacing computers (desktops and laptops) that have or are about to reach end-of-life.

97. Staff continues to provide help desk functions. There were 38 tickets closed that included the following requests:

- Setup and support audiovisual needs in Board and conference rooms for various meetings
- Workstation software updates and troubleshooting
- Troubleshooting and repair of finance software
- Updating address books on copiers and phone lists on the intranet site
- Adding applications for users in the mobile device management software
- Preparation of new devices for new employees
- Troubleshooting VPN software warnings
- Reviewing board agenda packets and recordings before posting to the District's website and YouTube
- Troubleshooting and repairing SCADA turnout computers
- Providing support for recording of interviews for use with social media

**Calleguas Municipal Water District
Water Use and Sales
System Usage by Region**

Month Ending: November 2024



Current Fiscal Year to Date:

36,713.7	A.F. Potable
47.0	A.F. Recycled
335.2	A.F. SMP Brine
-	A.F. SMP Non-Brine

As of Fiscal Year 11/30/23

33,888.0	A.F. Potable
38.7	A.F. Recycled
325.8	A.F. SMP Brine
-	A.F. SMP Non-Brine

As of Fiscal Year 11/30/22

30,470.6	A.F. Potable
43.2	A.F. Recycled

**Calleguas Municipal Water District
Revenues from Water Sales
For the Month of October 2024**

Organization	Water Use Acre Feet	Water Sales	RTS, CRC, Penalties & Pumping Charges	Billing Amount
Potable Water				
Berylwood Heights Mutual Water Co.	-	\$ -	\$ 150.00	\$ 150.00
Brandeis Mutual Water Co.	4.1	7,132.87	1,042.68	8,175.55
Butler Ranch	-	-	150.00	150.00
California American Water Co	1,226.7	2,122,261.42	217,715.00	2,339,976.42
Camarillo, City of	248.6	430,153.34	81,072.00	511,225.34
Camrosa Water District	369.9	639,980.85	79,180.00	719,160.85
Crestview Mutual Water Co.	-	-	1,752.00	1,752.00
Ventura Co WWD #38	157.3	272,161.25	86,616.05	358,777.30
Solano Verde Mutual Water	26.6	46,018.16	5,854.00	51,872.16
Oak Park Water Service	180.1	311,539.00	45,861.83	357,400.83
Oxnard, City of	628.6	1,087,544.88	168,862.00	1,256,406.88
Pleasant Valley Mutual Water Co.	7.1	12,216.44	3,676.00	15,892.44
California Water Service Co.	588.4	1,017,939.78	138,682.31	1,156,622.09
Simi Valley, City of	1,573.4	2,721,938.15	290,381.95	3,012,320.10
Golden State Water	428.8	741,861.65	75,075.00	816,936.65
Thousand Oaks, City of	864.0	1,494,682.67	149,692.00	1,644,374.67
Ventura Co WWD #1	628.1	1,086,631.63	140,170.35	1,226,801.98
Ventura Co WWD #19	3.5	6,068.50	3,692.00	9,760.50
Potable Total	6,935.2	\$ 11,998,130.59	\$ 1,489,625.17	\$ 13,487,755.76

Potable 2023	6,718.3
Potable 2022	6,071.2

Organization	Water Use Acre Feet	Water Sales	Pumping Charges	Billing Amount
Recycled Water				
Simi Valley, City of (Rec)	8.0	10,941.22	-	10,941.22
Recycled Sales Total	8.0	\$ 10,941.22	\$ -	\$ 10,941.22

Recycled 2023	10.3
Recycled 2022	8.5

**Calleguas Municipal Water District
Revenues from Other Water Sales & SMP
For the Month of October 2024**

Organization	Water Use Acre Feet	Water Sales	RTS, CRC, Penalties & Pumping Charges	Billing Amount
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Construction Water Sales

Environmental Construction		\$	\$	\$
MMC		\$	\$	\$
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Construction Water Sales Total	-	\$ -	\$ -	\$ -

Organization	Discharge Acre Feet	Water Sales	Const Replacement, Maint Fee & Penalties	Billing Amount
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SMP Brine Discharge

Camrosa	21.5	\$ 14,692.23	\$ 1,082.00	\$ 15,774.23
Oxnard		\$ -	\$ -	\$ -
Camarillo	51.1	\$ 34,953.32	\$ 297.44	\$ 35,250.76
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Total SMP Discharge	72.6	\$ 49,645.55	\$ 1,379.44	\$ 51,024.99

SMP Brine 2023

SMP Non-Brine Discharge

Camrosa		\$ -	\$ -	\$ -
Oxnard		\$ -	\$ -	\$ -
Camarillo		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Total SMP Discharge	-	\$ -	\$ -	\$ -

SMP Non-Brine 2023

**Calleguas Municipal Water District
Revenues from Water Sales
For the Month of November 2024**

Organization	Water Use Acre Feet	Water Sales	RTS, CRC, Penalties & Pumping Charges	Billing Amount
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Potable Water

Berylwood Heights Mutual Water Co.	-	\$ -	\$ 150.00	\$ 150.00
Brandeis Mutual Water Co.	3.3	5,679.29	944.00	6,623.29
Butler Ranch	-	-	150.00	150.00
California American Water Co	1,012.6	1,751,827.03	217,715.00	1,969,542.03
Camarillo, City of	259.1	448,191.77	81,072.00	529,263.77
Camrosa Water District	281.1	486,346.05	79,180.00	565,526.05
Crestview Mutual Water Co.	47.9	82,818.39	1,602.00	84,420.39
Ventura Co WWD #38	108.7	188,071.97	22,995.26	211,067.23
Solano Verde Mutual Water	18.4	31,800.07	5,854.00	37,654.07
Oak Park Water Service	143.6	248,391.62	51,541.15	299,932.77
Oxnard, City of	746.1	1,290,740.45	168,862.00	1,459,602.45
Pleasant Valley Mutual Water Co.	3.5	5,985.10	3,676.00	9,661.10
California Water Service Co.	492.3	851,623.88	151,445.93	1,003,069.81
Simi Valley, City of	1,288.9	2,229,777.78	293,097.95	2,522,875.73
Golden State Water	353.7	611,968.36	75,075.00	687,043.36
Thousand Oaks, City of	728.2	1,259,865.75	149,692.00	1,409,557.75
Ventura Co WWD #1	506.2	875,647.68	139,629.95	1,015,277.63
Ventura Co WWD #19	12.1	20,890.27	3,692.00	24,582.27
Potable Total	6,005.7	\$ 10,389,625.46	\$ 1,446,374.24	\$ 11,835,999.70

Potable 2023	5,441.0
Potable 2022	4,880.2

Organization	Water Use Acre Feet	Water Sales	Pumping Charges	Billing Amount
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Recycled Water

Simi Valley, City of (Rec)	5.2	7,137.19	-	7,137.19
Recycled Sales Total	5.2	\$ 7,137.19	\$ -	\$ 7,137.19

Recycled 2023	5.2
Recycled 2022	3.1

**Calleguas Municipal Water District
Revenues from Other Water Sales & SMP
For the Month of November 2024**

Organization	Water Use Acre Feet	Water Sales	RTS, CRC, Penalties & Pumping Charges	Billing Amount
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Construction Water Sales

Environmental Construction		\$	\$	\$
MMC		\$	\$	\$
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Construction Water Sales Total	-	\$ -	\$ -	\$ -

Organization	Discharge Acre Feet	Water Sales	Const Replacement, Maint Fee & Penalties	Billing Amount
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SMP Brine Discharge

Camrosa	0.3	\$ 202.53	\$ 2,134.45	\$ 2,336.98
Oxnard		\$ -	\$ -	\$ -
Camarillo	39.7	\$ 27,151.90	\$ 297.44	\$ 27,449.34
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Total SMP Discharge	40.0	\$ 27,354.43	\$ 2,431.89	\$ 29,786.32

SMP Brine 2023

SMP Non-Brine Discharge

Camrosa		\$ -	\$ -	\$ -
Oxnard		\$ -	\$ -	\$ -
Camarillo		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Total SMP Discharge	-	\$ -	\$ -	\$ -

SMP Non-Brine 2023

Calleguas Municipal Water District
MWD Invoice Reconciliation
For the Month of November 2024

Source-MWD

Metropolitan Delivery		5,945.1	\$ 7,467,045.60
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Sales

Purveyor Sales		6,005.7	\$ 7,543,159.20
Construction Sales		-	-
		-	-
Total Sales Potable Water		6,005.7	\$ 7,543,159.20

Storage

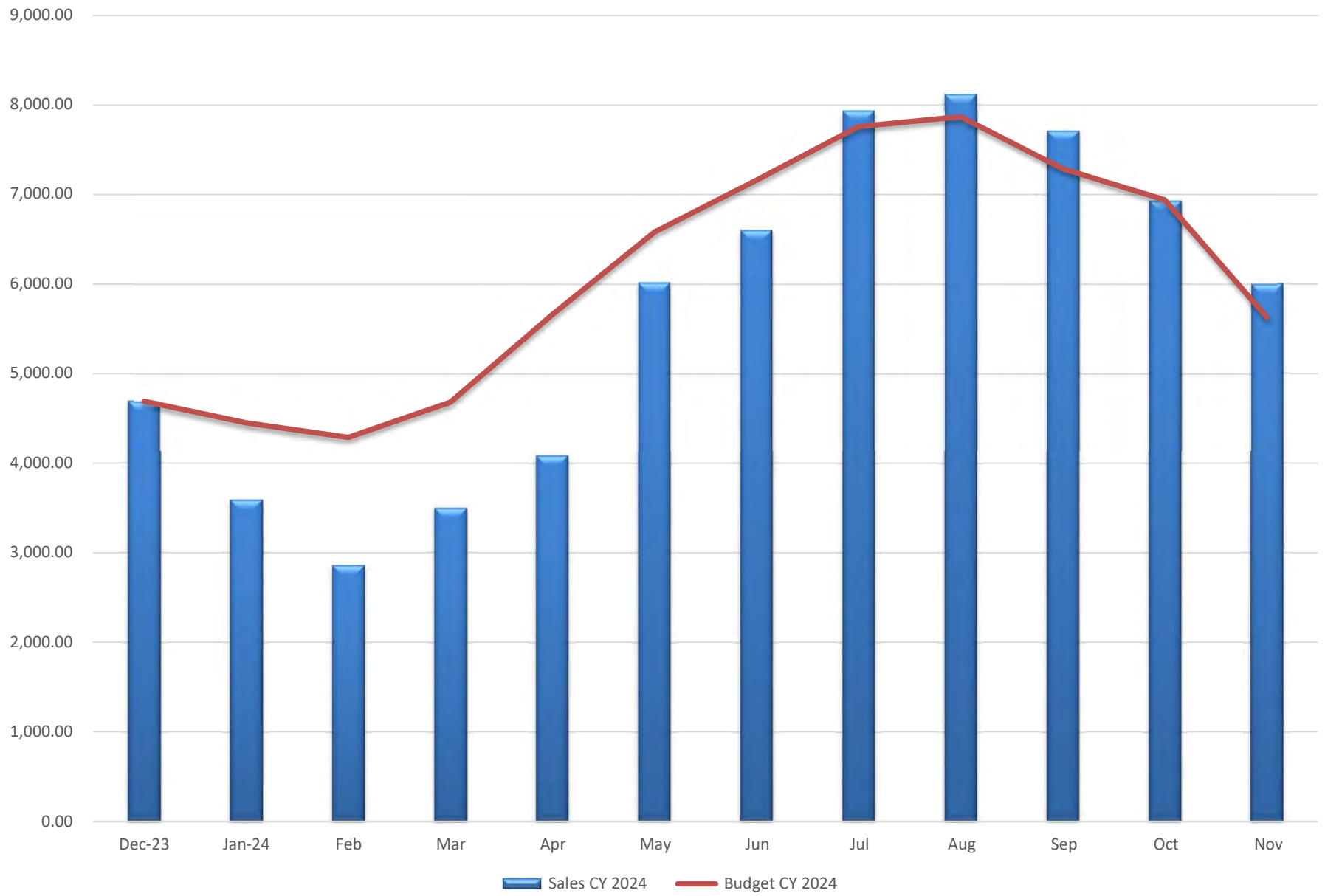
Lake Bard Input (Storage)		267.5	335,980.00
Lake Bard Water Filter Plant Output (Use)		(387.5)	(486,700.00)
ASR Wells Input (Storage)		-	-
ASR Wells Output (Use)		-	-
ASR Cyclic Storage @ \$ 992 A.F.			-
ASR Reverse Cyclic Storage - Prepaid			-
Total Storage Activity		(120.0)	(150,720.00)

Total Water Sales & Use	5,885.7	7,392,439.20
Reconciliation Adjustment	59.4	74,606.40
Water Sales per MWD	5,945.1	7,467,045.60

CRC	176,960.00
RTS	723,776.00
LRP	(128,311.00)
Conservation Program Costs	(21,945.00)
Turf Replacement	4,720.00
Tier 2 Surcharge	-
RTS Adjustment for FY 2023/24	-

Total MWD Invoice for November 2024 8,222,245.60

Sales vs Budget Last 12 Months



**Calleguas Municipal Water District
Record Of Power Generation
Revenue Summary
Fiscal Year 2024-25**

October 1, 2024 to October 31, 2024

Hours Possible Generating: 3,720
 Hours On Line - Generating: 1,547
 Hours Off Line - Flow Conditions: 2,023
 Hours Off Line - Maintenance: 0
 Hours Off Line - Power Loss: 153

Monthly Revenue - FY 2024-25	
July - 2024	\$ 88,483.41
August	\$ 101,178.63
September	\$ 102,449.08
October	\$ 55,718.04
November	\$
December	\$
January - 2025	\$
February	\$
March	\$
April	\$
May	\$
June	\$
FY 2024-25 Total	\$ 347,829.16

FY 2024-25 Budget 600,000.00

Monthly Revenue - FY 2023-24	
July - 2023	\$ 120,462.53
August	72,072.53
September	94,225.28
October	62,673.90
November	
December	
January - 2024	
February	
March	
April	
May	
June	
FY 2023-24 Total	\$ 349,434.24

ANNUAL REVENUE

FY 2023-24 Total	494,519.36
FY 2022-23 Total	169,954.19
FY 2021-22 Total	456,746.87

**Calleguas Municipal Water District
Record Of Power Generation
Conejo Pump Station
Fiscal Year 2024-25**

October 1, 2024 to October 31, 2024

Hours Possible Generating:	744
Hours On Line - Generating:	11
Hours Off Line - Flow Conditions:	710
Hours Off Line - Maintenance:	0
Hours Off Line - Power Loss:	24

Monthly Revenue - FY 2024-25	Estimated Monthly Cost Savings - FY 2024-25	Monthly Revenue - FY 2023-24
July - 2024 \$ 143.69	July - 2024 \$ 131.00	July - 2022 \$ 3,652.18
August 0.00	August 0.00	August 4,894.15
September 856.19	September _____	September 2,253.54
October 39.55	October _____	October 69.98
November _____	November _____	November 0.00
December _____	December _____	December 0.00
January - 2025 _____	January - 2025 _____	January - 2023 0.00
February _____	February _____	February 0.00
March _____	March _____	March 0.00
April _____	April _____	April 0.00
May _____	May _____	May 0.00
June _____	June _____	June 333.70
FY 2024-25 Total \$ 1,039.43	FY 2024-25 Total \$ 131.00	FY 2023-24 Total \$ 11,203.55

ESTIMATED COST SAVINGS	ANNUAL REVENUE
FY 2022-23 Total \$ 1,148.00	FY 2022-23 Total \$ 892.36
FY 2021-22 Total \$ 19,736.00	FY 2021-22 Total \$ 7,828.83

**Calleguas Municipal Water District
Record Of Power Generation
East Portal
Fiscal Year 2024-25**

October 1, 2024 to October 31, 2024

Hours Possible Generating:	744
Hours On Line - Generating:	707
Hours Off Line - Flow Conditions:	0
Hours Off Line - Maintenance:	0
Hours Off Line - Power Loss:	37

Monthly Revenue - FY 2024-25	
July - 2024	\$ 79,041.52
August	91,258.11
September	86,348.07
October	47,142.10
November	
December	
January - 2025	
February	
March	
April	
May	
June	
FY 2024-25 Total	\$ 303,789.80

Monthly Revenue - FY 2023-24	
July - 2022	\$ 91,842.59
August	81,508.92
September	75,779.41
October	46,029.29
November	29,014.78
December	14,452.02
January - 2023	0.00
February	0.00
March	0.00
April	2,343.17
May	38,941.38
June	63,707.67
FY 2023-24 Total	\$ 443,619.23

ANNUAL REVENUE	
FY 2022-23 Total	\$ 129,365.25
FY 2021-22 Total	\$ 303,122.01
FY 2020-21 Total	\$ 521,107.83

**Calleguas Municipal Water District
Record Of Power Generation
Santa Rosa
Fiscal Year 2024-25**

October 1, 2024 to October 31, 2024

Hours Possible Generating:	744
Hours On Line - Generating:	125
Hours Off Line - Flow Conditions:	595
Hours Off Line - Maintenance:	0
Hours Off Line - Power Loss:	24

Monthly Revenue - FY 2024-25	
July - 2024	\$ 434.86
August	455.18
September	2,027.73
October	0.00
November	
December	
January - 2025	
February	
March	
April	
May	
June	
FY 2024-25 Total	\$ 2,917.77

Monthly Revenue - FY 2023-24	
July - 2022	\$ 2,706.07
August	3,011.62
September	1,892.42
October	2,239.12
November	708.17
December	13.29
January - 2023	41.23
February	23.80
March	156.50
April	74.93
May	27.70
June	262.78
FY 2022-23 Total	\$ 11,157.63

ANNUAL REVENUE	
FY 2022-23 Total	\$ 2,348.70
FY 2021-22 Total	\$ 7,598.93
FY 2020-21 Total	\$ 14,115.14

**Calleguas Municipal Water District
Record Of Power Generation
Springville
Fiscal Year 2024-25**

October 1, 2024 to October 31, 2024

Hours Possible Generating:	744
Hours On Line - Generating:	157
Hours Off Line - Flow Conditions:	551
Hours Off Line - Maintenance:	0
Hours Off Line - Power Loss:	37

Monthly Revenue - FY 2024-25		Revenues	Fees	Monthly Revenue - FY 2023-24	
July - 2024	\$ (273.60)	\$ 0.00	\$ (273.60)	July - 2022	\$ 8,311.68
August	\$ 0.00	0.00	0.00	August	(25,904.96)
September	\$ 7,535.17	7,749.84	(214.67)	September	2,666.76
October	\$ 4,717.58	5,178.46	(460.88)	October	6,199.89
November				November	3,158.60
December				December	92.18
January - 2025				January - 2023	(336.50)
February				February	(1,145.64)
March				March	(178.89)
April				April	0.00
May				May	(178.89)
June				June	(273.60)
FY 2024-25 Total	\$ 11,979.15	\$ 12,928.30	\$ (949.15)	FY 2022-23 Total	\$ (7,589.37)

ANNUAL REVENUE	
FY 2022-23 Total	\$ 9,545.98
FY 2021-22 Total	\$ 70,145.01
FY 2020-21 Total	\$ 60,788.34

**Calleguas Municipal Water District
Record Of Power Generation
Grandsen Pump Station
Fiscal Year 2024-25**

October 1, 2024 to October 31, 2024

Hours Possible Generating:	744
Hours On Line - Generating:	547
Hours Off Line - Flow Conditions:	167
Hours Off Line - Maintenance:	0
Hours Off Line - Power Loss:	31

Monthly Revenue - FY 2024-25	
July - 2024	\$ 9,136.94
August	9,465.34
September	5,681.92
October	3,818.81
November	
December	
January - 2025	
February	
March	
April	
May	
June	
FY 2024-25 Total	\$ 28,103.01

Monthly Revenue - FY 2023-24	
July - 2022	\$ 13,950.01
August	8,562.80
September	11,633.15
October	8,135.62
November	5,557.67
December	6,520.51
January - 2023	5,914.86
February	403.05
March	495.80
April	1,453.14
May	6,482.04
June	9,269.72
FY 2023-24 Total	\$ 78,378.37

ANNUAL REVENUE	
FY 2022-23 Total	\$ 27,801.90
FY 2021-22 Total	\$ 68,052.09
FY 2020-21 Total	\$ 76,711.53

Calleguas Municipal Water District Cash & Investment Summary October 31, 2024

Account	Balance	Interest Rate
<u>Pooled Investment Accounts</u>		
LAIF	\$ 11,392,913.63	4.52%
Ventura County Pool	24,821.80	4.52%
Total Pooled Investments	\$ 11,417,735.43	
<u>Other Investments</u>		
Chandler Asset Management (US Bank)	\$ 167,866,088.59	4.41%
<u>Restricted Investments</u>		
US Bank - 2008 Series A	19,959.93	
Wells Fargo Bank - 2010 Series A & B Payment Acct	12,224.12	
US Bank - 2021 Payment Fund	1,891.31	
US Bank - 2014 Series A Payment Acct	-	
US Bank - 2016 Series A Payment Acct	3.89	
Total Restricted Investments	\$ 34,079.25	
Total - All Investments	\$ 179,317,903.27	
Cash Balance	3,511,855.29	
Total Cash and Investments	\$ 182,829,758.56	

Pooled Investment Summary

<u>Ventura County Pool</u>	
Balance as of September 30, 2024	\$ 24,821.80
Current Month Activity:	
Interest Paid	-
Transfer to General Fund Checking	-
Balance on Hand as of October 31, 2024	<u>\$ 24,821.80</u>
<u>Local Agency Investment Fund (LAIF)</u>	
Balance as of September 30, 2024	\$ 2,859,022.81
Current Month Activity:	
Interest Paid	33,890.82
Transfer from General Fund Checking	8,500,000.00
Balance on Hand as of October 31, 2024	<u>\$ 11,392,913.63</u>

All investments are in conformity with the Investment Policy of Calleguas Municipal Water District.
The cash & investments provide sufficient cash flow liquidity to meet all the estimated expenditures for the next six months.

Calleguas Municipal Water District
Investment Listing
10/31/2024

CUSIP	Issuer	Amount	Coupon Rate	Maturity Date	Cost	Book Value	Market Value	Accrued Balance	S&P Rating	Market YTM	Purchase YTM	Duration	Security Type
02582JJT8	American Express Credit Master	1,690,000.00	3.39	45,792.00	1,689,626.17	1,689,904.868	1,677,989.001	2,546.267	AAA	4.775	3.422	0.522	ABS
05593AAC3	BMW Vehicle Lease Trust	117,409.69	5.16	45,986.00	117,406.89	117,408.615	117,478.019	100.972	AAA	4.930	5.432	0.204	ABS
05592XAD2	BMW Vehicle Owner Trust	335,000.00	5.47	46,808.00	334,940.64	334,957.288	338,314.390	305.408	AAA	4.631	5.474	1.095	ABS
161571HT4	Chase Issuance Trust	1,885,000.00	5.16	47,011.00	1,884,477.48	1,884,595.598	1,907,420.379	4,322.933	AAA	4.539	5.166	1.746	ABS
12598AAC4	CNH Equipment Trust	14,997.53	0.40	46,006.00	14,994.02	14,996.894	14,970.376	2.666	AAA	5.123	0.624	0.038	ABS
379929AD4	GM Financial Automobile Leasing	400,000.00	5.38	46,346.00	399,952.04	399,969.864	401,919.360	657.556	AAA	4.804	5.384	0.752	ABS
362585AC5	GM Financial Securitized Term	329,711.47	3.10	46,434.00	329,642.57	329,681.573	326,908.760	425.877	AAA	4.806	3.129	0.503	ABS
43813YAC6	Honda Auto Receivables 2024-3	1,045,000.00	4.57	47,198.00	1,044,835.83	1,044,842.895	1,046,517.340	1,326.569	NA	4.544	4.621	2.059	ABS
43815EAC8	Honda Auto Receivables Owner	40,148.73	0.41	45,979.00	38,680.79	39,774.600	39,922.842	5.944	AAA	4.734	2.999	0.129	ABS
43815JAC7	Honda Auto Receivables Owner	500,000.00	5.04	46,498.00	499,907.10	499,944.823	501,461.950	700.000	NA	4.725	5.089	0.792	ABS
438123AC5	Honda Auto Receivables Owner	585,000.00	5.67	46,925.00	584,896.98	584,918.903	594,861.989	921.375	NA	4.606	5.744	1.468	ABS
448979AD6	Hyundai Auto Receivables Trust	905,000.00	4.58	46,492.00	904,911.67	904,946.000	904,151.201	1,842.178	AAA	4.751	5.139	0.733	ABS
44934QAD3	Hyundai Auto Receivables Trust	470,000.00	4.84	47,192.00	469,929.08	469,933.264	472,988.871	4.600	AAA	4.600	4.896	2.194	ABS
4780BAC2	John Deere Owner Trust	1,125,033.42	5.09	46,553.00	1,124,946.12	1,124,985.209	1,127,624.593	2,545.076	NA	4.833	5.147	0.737	ABS
58768PAC8	MERCEDES-BENZ AUTO	1,500,846.80	5.21	46,615.00	1,500,549.93	1,500,674.606	1,505,466.102	3,475.294	AAA	4.805	5.275	0.665	ABS
92970QAE5	WF Card Issuance Trust 2024-2	930,000.00	4.29	47,406.00	929,861.80	929,862.408	924,447.342	775.775	AAA	4.549	4.334	2.716	ABS
3133ENV72	Farm Credit System	3,100,000.00	4.50	46,230.00	3,099,845.00	3,099,928.121	3,117,901.942	36,425.000	AA+	4.149	4.501	1.640	Agency
3133EPBM6	Farm Credit System	3,500,000.00	4.13	46,622.00	3,468,430.00	3,468,430.000	3,480,244.658	3,495,080.505	27,270.833	AA+	4.177	2.609	Agency
3133EPBJ3	Farm Credit System	3,500,000.00	4.38	46,076.00	3,476,513.00	3,489,697.552	3,506,640.165	28,923.611	AA+	4.220	4.618	1.253	Agency
3133EPDJ1	Farm Credit System	3,600,000.00	4.38	46,645.00	3,668,976.00	3,644,320.569	3,618,532.404	20,125.000	AA+	4.181	3.903	2.661	Agency
3133EPQC2	Farm Credit System	1,750,000.00	4.63	46,220.00	1,749,160.00	1,749,517.677	1,762,722.745	23,381.944	AA+	4.177	4.642	1.611	Agency
3133EPUN3	Farm Credit System	3,000,000.00	4.50	46,993.00	3,022,140.00	3,016,944.868	3,030,705.930	23,625.000	AA+	4.206	4.319	3.459	Agency
3133ENZ94	Farm Credit System	880,000.00	4.50	45,614.00	879,067.20	879,978.307	879,637.598	17,930.000	AA+	5.267	4.552	0.047	Agency
3133ENKS8	Farm Credit System	1,000,000.00	1.13	45,663.00	997,750.00	999,863.887	993,607.580	3,593.750	AA+	4.679	1.201	0.179	Agency
3133EP7C3	Farm Credit System	4,200,000.00	4.63	46,113.00	4,169,928.00	4,177,864.263	4,223,955.498	16,187.500	AA+	4.204	5.019	1.355	Agency
3130ATUS4	Federal Home Loan Banks	3,500,000.00	4.25	46,731.00	3,576,580.00	3,548,952.492	3,510,100.720	58,260.417	AA+	4.149	3.751	2.839	Agency
3130ALHH0	Federal Home Loan Banks	3,500,000.00	0.96	46,086.00	3,251,500.00	3,414,183.262	3,347,035.555	5,226.667	AA+	4.341	2.883	1.309	Agency
3130ATS57	Federal Home Loan Banks	3,600,000.00	4.50	46,822.00	3,697,488.00	3,666,052.434	3,637,073.664	22,950.000	AA+	4.167	3.892	3.073	Agency
3130AEB25	Federal Home Loan Banks	4,000,000.00	3.25	46,913.00	3,858,720.00	3,897,108.755	3,881,139.560	51,277.778	AA+	4.145	4.045	3.316	Agency
3130AXK7	Federal Home Loan Banks	3,000,000.00	4.75	47,095.00	3,090,990.00	3,076,833.720	3,065,303.430	56,604.167	AA+	4.166	4.053	3.637	Agency
3130B1BC0	Federal Home Loan Banks	3,000,000.00	4.63	47,277.00	3,068,460.00	3,064,869.036	3,052,963.710	68,604.167	AA+	4.198	4.099	4.027	Agency
3134GW4C7	FHLMC	3,000,000.00	2.80	46,322.00	2,614,500.00	2,812,298.521	2,801,885.910	266.667	AA+	4.300	4.237	1.935	Agency
3137FQXJ7	FHLMC	1,000,000.00	0.53	46,320.00	958,398.44	980,587.788	965,185.800	2,104.167	AA+	4.437	3.611	1.769	Agency
CCYUD	Cash	7,183.78	0.00	45,596.00	7,183.78	7,183.780	7,183.780	0.000	AAA	-	0.000	0.000	Cash
023135CE4	Amazon.com, Inc.	1,865,000.00	3.00	45,760.00	1,865,844.65	1,865,128.561	1,852,135.491	2,797.500	AA-	4.557	2.983	0.441	Corporate
06051GGA1	Bank of America Corporation	1,700,000.00	3.25	46,681.00	1,626,373.00	1,632,190.596	1,639,919.875	1,533.778	A	4.532	4.711	2.789	Corporate
06406RAQ0	BNY Mellon Corp	2,000,000.00	0.75	46,050.00	1,850,460.00	1,951,785.323	1,909,825.060	3,875.000	A	4.524	2.788	1.209	Corporate
14913RZ29	Caterpillar Inc.	2,335,000.00	3.65	45,881.00	2,332,174.65	2,334,267.883	2,318,086.778	18,702.701	A	4.599	3.692	0.754	Corporate
17275RBQ4	Cisco Systems, Inc.	3,000,000.00	4.80	46,444.00	2,998,410.00	2,998,767.859	3,025,957.710	26,000.000	AA-	4.401	4.819	2.084	Corporate
24422EXB0	Deere & Company	2,000,000.00	4.95	46,948.00	1,948,660.00	1,959,767.784	2,026,916.080	29,425.000	A	4.549	5.574	3.308	Corporate
24422EWF2	Deere & Company	520,000.00	3.40	45,814.00	519,880.40	519,976.320	516,139.988	7,121.111	A	4.670	3.407	0.575	Corporate
532457CP1	Eli Lilly and Company	1,085,000.00	4.15	46,613.00	1,084,121.15	1,084,184.556	1,080,729.418	9,630.882	A+	4.299	4.179	2.582	Corporate
438516CJ3	Honeywell International Inc.	1,675,000.00	4.95	46,798.00	1,706,758.00	1,695,711.739	1,706,737.448	17,503.750	A	4.324	4.516	2.913	Corporate
46647PDG8	JPMorgan Chase & Co.	2,200,000.00	4.85	46,959.00	2,095,060.00	2,123,652.126	2,203,056.812	28,459.200	A-	5.304	6.296	2.501	Corporate
57629W6F2	Massachusetts Mutual Life	2,000,000.00	4.50	46,122.00	1,998,620.00	1,999,337.751	1,999,855.380	5,250.000	AA+	4.503	4.525	1.378	Corporate
57636QAW4	Mastercard Incorporated	2,000,000.00	4.88	46,821.00	2,029,460.00	2,024,914.862	2,029,074.620	14,083.333	A+	4.402	4.456	2.980	Corporate
61747YET8	Morgan Stanley	2,500,000.00	4.68	46,220.00	2,525,350.00	2,506,033.487	2,492,322.750	33,792.778	A-	5.922	4.315	0.682	Corporate
637432NG6	National Rural Utilities Cooperative	1,505,000.00	3.25	45,962.00	1,485,082.00	1,493,671.281	1,486,685.459	24,456.250	A-	4.508	4.044	0.970	Corporate
665859AW4	Northern Trust Corporation	820,000.00	4.00	46,517.00	818,671.60	819,330.707	812,474.073	15,580.000	AA+	4.388	4.034	2.330	Corporate
66815L2J7	Northwestern Mutual Global	2,410,000.00	4.00	45,839.00	2,409,180.60	2,409,819.074	2,402,948.822	32,133.333	AA+	4.443	4.011	0.643	Corporate
69371RR73	PACCAR Inc	1,810,000.00	2.85	45,754.00	1,809,529.40	1,809,932.587	1,795,529.104	3,439.000	A+	4.724	2.858	0.425	Corporate
69371RT30	PACCAR Inc	1,290,000.00	4.45	46,605.00	1,288,284.30	1,288,420.616	1,292,574.763	13,553.958	A+	4.370	4.498	2.550	Corporate
713448FQ6	PepsiCo, Inc.	475,000.00	4.55	46,066.00	474,724.50	474,881.893	476,009.731	4,682.708	AA+	4.373	4.571	1.146	Corporate
713448FW3	PepsiCo, Inc.	680,000.00	5.13	46,336.00	679,816.40	679,876.204	690,453.817	16,553.750	AA+	4.323	5.135	1.791	Corporate
713448FL7	PepsiCo, Inc.	1,000,000.00	3.60	46,801.00	968,490.00	973,320.647	976,029.150	7,300.000	A+	4.387	4.491	3.047	Corporate
74340XBU4	Prologis, Inc.	1,000,000.00	3.25	46,203.00	925,320.00	965,998.435	980,327.990	10,923.611	A	4.488	5.522	1.580	Corporate
437076CV2	The Home Depot, Inc.	2,300,000.00	4.95	46,295.00	2,336,179.00	2,324,724.788	2,323,804.655	9,803.750	A	4.378	4.323	1.728	Corporate
437076CM2	The Home Depot, Inc.	985,000.00	2.70	45,762.00	983,276.25	984,744.687	976,694.638	1,182.000	A	4.584	2.758	0.446	Corporate
89236TMF9	Toyota Motor Corporation	1,700,000.00	5.05	47,254.00	1,713,821.00	1,712,765.550	1,722,634.157	39,347.917	AA+	4.720	4.861	3.934	Corporate
89236TKF1	Toyota Motor Corporation	910,000.00	3.65	45,887.00	909,181.00	909,783.293	904,076.027	6,735.264	A+	4.484	3.681	0.771	Corporate
91324PCW0	UnitedHealth Group Incorporated	2,200,000.00	3.45	46,402.00	2,121,196.00	2,139,641.085	2,154,816.818	22,348.333	A+	4.436	4.796	2.075	Corporate
94975P405	Allspring Group Holdings LLC	226,502.25	4.71	45,596.00	226,502.25	226,502.250	226,502.250	0.000	AAAm	4.700	4.700	0.000	Money Market Fund
4581X0E0K	Inter-American Development Bank	3,410,000.00	4.50	46,157.00	3,407,374.30	3,408,591.579	3,419,944.719	70,757.500	AAA	4.301	1.443	0.000	Supranational
91282BYQ7	United States	4,000,000.00	1.63	46,326.00	3,738,945.31	3,871,333.962	3,807,812.480	179.558	AA+	4.157	3.355	1.932	US Treasury
91282CFW6	United States	3,600,000.00	4.50	45,976.00	3,618,843.75	3,606,606.644	3,606,496.884	74,836.957	AA+	4.319	4.308	0.984	US Treasury
91282CGA3	United States	4,900,000.00	4.40	46,006.00	4,836,246.09	4,867,281.836	4,884,304.712	74,437.159	AA+	4.292	4.632	1.068	US Treasury
91282CEFA	United States	4,000,000.00	2.50	46,477.00	3,698,593.75	3,788,486.842	3,852,968.760	8,791.209	AA+	4.116	4.910	2.302	US Treasury

**Calleguas Municipal Water District
Investment Listing
10/31/2024**

CUSIP	Issuer	Amount	Coupon Rate	Maturity Date	Cost	Book Value	Market Value	Accrued Balance	S&P Rating	Market YTM	Purchase YTM	Duration	Security Type
91282CDH1	United States	3,700,000.00	0.75	45,611.00	3,546,074.22	3,697,773.801	3,694,430.205	12,819.294	AA+	4.698	2.365	0.038	US Treasury
91282CDN8	United States	3,800,000.00	1.00	45,641.00	3,546,320.31	3,786,185.759	3,783,137.500	14,431.694	AA+	4.694	4.171	0.120	US Treasury
91282CDS7	United States	1,500,000.00	1.13	45,672.00	1,493,378.91	1,499,542.321	1,489,306.635	4,998.302	AA+	4.641	1.276	0.202	US Treasury
91282CDZ1	United States	3,000,000.00	1.50	45,703.00	2,903,789.06	2,990,127.435	2,973,486.330	9,538.044	AA+	4.594	2.673	0.284	US Treasury
91282CED9	United States	3,000,000.00	1.75	45,731.00	2,922,421.88	2,990,202.197	2,969,859.360	6,816.298	AA+	4.499	2.671	0.364	US Treasury
9128286B1	United States	4,000,000.00	2.63	47,164.00	3,717,953.13	3,751,374.519	3,760,000.000	22,255.435	AA+	4.167	4.244	3.970	US Treasury
912828XB1	United States	4,000,000.00	2.13	45,792.00	3,920,468.75	3,986,053.422	3,950,703.120	39,266.304	AA+	4.467	2.803	0.521	US Treasury
91282CEU1	United States	3,100,000.00	2.88	45,823.00	3,077,078.13	3,092,157.042	3,071,966.793	33,848.019	AA+	4.364	3.305	0.600	US Treasury
91282CKT7	United States	2,700,000.00	4.50	47,269.00	2,778,679.69	2,776,222.128	2,738,812.500	51,122.951	AA+	4.151	3.822	4.033	US Treasury
91282CAB7	United States	3,000,000.00	0.25	45,869.00	2,760,351.56	2,945,177.145	2,909,671.860	1,895.380	AA+	4.389	2.805	0.731	US Treasury
91282CFK2	United States	3,800,000.00	3.50	45,915.00	3,726,968.75	3,778,536.103	3,772,984.356	17,267.956	AA+	4.337	4.192	0.843	US Treasury
91282CLK5	United States	3,500,000.00	3.63	47,361.00	3,511,074.22	3,510,858.768	3,420,429.670	21,729.972	AA+	4.148	3.554	4.351	US Treasury
91282CLC3	United States	2,800,000.00	4.00	47,330.00	2,787,421.88	2,787,436.379	2,781,187.500	28,304.348	AA+	4.156	4.104	4.239	US Treasury
9128285J5	United States	3,650,000.00	3.00	45,961.00	3,618,490.23	3,640,644.736	3,603,034.757	302.486	AA+	4.332	3.270	0.969	US Treasury

Investment Type	Code	Total	%	Allowed
Treasury Obligations	US Treasury	60,203,099.62	34%	100%
Municipal Securities	Municipal Bonds	-	0%	20%
Medium Term Corporate Notes	Corporate	43,503,923.90	24%	30%
Federal Agency Bonds	Agency	48,648,445.64	27%	100%
Negotiable CD	Negotiable CD	-	0%	30%
Supranational	Supranational	3,407,374.30	2%	10%
Commercial Paper	Commercial Paper	-	0%	25%
Asset Backed Securities	ABS	11,869,559.10	7%	15%
Money Market Funds	Money Market Fund	226,502.25	0%	20%
Investment Cash	Cash	7,183.78	0%	20%
LAIF	LAIF	11,392,913.63	6%	15%
VC Pool	Investment Pool	24,821.80	0%	15%
	Restricted Inv	34,079.25	0%	
		179,317,903.28	100%	

Calleguas Municipal Water District Cash & Investment Summary November 30, 2024

Account	Balance	Interest Rate
<u>Pooled Investment Accounts</u>		
LAIF	\$ 11,392,913.63	4.48%
Ventura County Pool	25,475.82	4.52%
Total Pooled Investments	\$ 11,418,389.45	
<u>Other Investments</u>		
Chandler Asset Management (US Bank)	\$ 168,416,729.91	4.38%
<u>Restricted Investments</u>		
US Bank - 2008 Series A	20,033.33	
Wells Fargo Bank - 2010 Series A & B Payment Acct	12,273.04	
US Bank - 2021 Payment Fund	1,898.26	
US Bank - 2014 Series A Payment Acct	-	
US Bank - 2016 Series A Payment Acct	3.89	
Total Restricted Investments	\$ 34,208.52	
Total - All Investments	\$ 179,869,327.88	
Cash Balance	2,397,346.65	
Total Cash and Investments	\$ 182,266,674.53	

Pooled Investment Summary

<u>Ventura County Pool</u>	
Balance as of October 31, 2024	\$ 24,821.80
Current Month Activity:	
Interest Paid	654.02
Transfer to General Fund Checking	-
Balance on Hand as of November 30, 2024	<u>\$ 25,475.82</u>

<u>Local Agency Investment Fund (LAIF)</u>	
Balance as of October 31, 2024	\$ 11,392,913.63
Current Month Activity:	
Interest Paid	-
Transfer to General Fund Checking	-
Balance on Hand as of November 30, 2024	<u>\$ 11,392,913.63</u>

All investments are in conformity with the Investment Policy of Calleguas Municipal Water District.
The cash & investments provide sufficient cash flow liquidity to meet all the estimated expenditures for the next six months.

**Calleguas Municipal Water District
Investment Listing
11/30/2024**

CUSIP	Issuer	Amount	Coupon Rate	Maturity Date	Cost	Book Value	Market Value	Accrued Balance	S&P Rating	Market YTM	Purchase YTM	Duration	Security Type
02582JHT8	American Express Credit Master Trust	1,690,000.00	3.39	45,792.00	1,689,626.17	1,689,919.504	1,680,533.465	2,546.267	AAA	4.687	3.422	0.439	ABS
05593AAC3	BMW Vehicle Lease Trust	87,347.84	5.16	45,986.00	87,345.76	87,347.100	87,417.705	75.119	AAA	4.626	5.432	0.136	ABS
05592XAD2	BMW Vehicle Owner Trust	335,000.00	5.47	46,808.00	334,940.64	334,958.346	337,993.158	305.408	AAA	4.546	5.474	0.904	ABS
161571HT4	Chase Issuance Trust	1,885,000.00	5.16	47,011.00	1,884,477.48	1,884,604.178	1,908,376.074	4,322.933	AAA	4.478	5.166	1.669	ABS
379929AD4	GM Financial Automobile Leasing Trus	400,000.00	5.38	46,346.00	399,952.04	399,971.071	401,954.880	657.556	AAA	4.672	5.384	0.635	ABS
362585AC5	GM Financial Securitized Term	300,589.33	3.10	46,434.00	300,526.51	300,563.046	298,397.250	388.261	AAA	4.794	3.129	0.434	ABS
43813YAC6	Honda Auto Receivables 2024-3 Owner	1,045,000.00	4.57	47,198.00	1,044,835.83	1,044,845.839	1,046,661.341	1,326.569	NA	4.531	4.621	1.916	ABS
43815JAC7	Honda Auto Receivables Owner Trust	500,000.00	5.04	46,498.00	499,907.10	499,946.661	501,316.100	700.000	NA	4.714	5.089	0.694	ABS
438123AC5	Honda Auto Receivables Owner Trust	585,000.00	5.67	46,925.00	584,896.98	584,920.735	594,826.128	921.375	NA	4.497	5.744	1.333	ABS
43815EAC8	Honda Auto Receivables Owner Trust	25,571.52	0.41	45,979.00	24,636.56	25,351.945	25,469.758	3.786	AAA	5.323	2.999	0.080	ABS
448979AD6	Hyundai Auto Receivables Trust	905,000.00	4.58	46,492.00	904,911.67	904,947.810	904,535.373	1,842.178	AAA	4.707	5.139	0.614	ABS
44934QAD3	Hyundai Auto Receivables Trust 2024-	470,000.00	4.84	47,192.00	469,929.08	469,934.520	473,540.745	1,011.022	AAA	4.521	4.896	2.040	ABS
47800BAC2	John Deere Owner Trust	1,053,418.39	5.09	46,553.00	1,053,336.64	1,053,374.664	1,055,803.747	2,383.067	NA	4.789	5.147	0.635	ABS
58768PAC8	MERCEDES-BENZ AUTO RECEIVABLES TRUST	1,397,719.50	5.21	46,615.00	1,397,443.03	1,397,563.866	1,402,692.305	3,236.497	AAA	4.703	5.275	0.630	ABS
92970QAE5	WF Card Issuance Trust 2024-2	930,000.00	4.29	47,406.00	929,861.80	929,864.690	926,314.038	1,773.200	AAA	4.479	4.334	2.640	ABS
3133ENV72	Farm Credit System	3,100,000.00	4.50	46,230.00	3,099,845.00	3,099,931.527	3,110,879.543	48,050.000	AA+	4.275	4.501	1.555	Agency
3133EPBM6	Farm Credit System	3,500,000.00	4.13	46,622.00	3,468,430.00	3,480,822.863	3,492,896.715	39,302.083	AA+	4.203	4.348	2.524	Agency
3133EPBJ3	Farm Credit System	3,500,000.00	4.38	46,076.00	3,476,513.00	3,490,342.800	3,502,853.060	41,684.028	AA+	4.301	4.618	1.168	Agency
3133EPDJ1	Farm Credit System	3,600,000.00	4.38	46,645.00	3,668,976.00	3,643,051.850	3,616,128.396	33,250.000	AA+	4.201	3.903	2.576	Agency
3133EPQC2	Farm Credit System	1,750,000.00	4.63	46,220.00	1,749,160.00	1,749,540.903	1,760,311.000	30,126.736	AA+	4.243	4.642	1.526	Agency
3133EPUN3	Farm Credit System	3,000,000.00	4.50	46,993.00	3,022,140.00	3,016,580.724	3,032,644.410	34,875.000	AA+	4.181	4.319	3.376	Agency
3133ENKS8	Farm Credit System	1,000,000.00	1.13	45,663.00	997,750.00	999,925.756	996,605.190	4,531.250	AA+	4.714	1.201	0.094	Agency
3133EP7C3	Farm Credit System	4,200,000.00	4.63	46,113.00	4,169,928.00	4,179,151.224	4,218,632.670	32,375.000	AA+	4.274	5.019	1.270	Agency
3130AUS4	Federal Home Loan Banks	3,500,000.00	4.25	46,731.00	3,576,580.00	3,547,657.452	3,513,613.250	70,656.250	AA+	4.112	3.751	2.755	Agency
3130ALH00	Federal Home Loan Banks	3,500,000.00	0.96	46,086.00	3,251,500.00	3,419,448.092	3,357,275.215	8,026.667	AA+	4.324	2.883	1.225	Agency
3130ATS57	Federal Home Loan Banks	3,600,000.00	4.50	46,822.00	3,697,488.00	3,664,434.823	3,642,890.580	36,450.000	AA+	4.105	3.892	2.990	Agency
3130AEB25	Federal Home Loan Banks	4,000,000.00	3.25	46,913.00	3,858,720.00	3,899,454.300	3,888,899.800	62,111.111	AA+	4.105	4.045	3.232	Agency
3130AXQK7	Federal Home Loan Banks	3,000,000.00	4.75	47,095.00	3,090,990.00	3,075,294.994	3,071,740.320	68,479.167	AA+	4.098	4.053	3.554	Agency
3130B1BC0	Federal Home Loan Banks	3,000,000.00	4.63	47,277.00	3,068,460.00	3,063,710.660	3,057,186.990	80,166.667	AA+	4.158	4.099	3.944	Agency
3134GW4C7	FHLMC	3,000,000.00	0.80	46,322.00	2,614,500.00	2,820,065.478	2,807,341.230	2,266.667	AA+	4.353	4.237	1.850	Agency
3137FXJ17	FHLMC	1,000,000.00	2.53	46,320.00	958,398.44	981,420.930	965,622.700	2,104.167	AA+	4.501	3.611	1.688	Agency
CCYUSD	Cash	67,893.14	0.00	45,626.00	67,893.14	67,893.140	67,893.140	0.000	AAA	-	0.000	0.000	Cash
023135CE4	Amazon.com, Inc.	1,865,000.00	3.00	45,760.00	1,865,844.65	1,865,104.899	1,853,791.201	7,460.000	AA	4.661	2.983	0.358	Corporate
06051GGA1	Bank of America Corporation	1,700,000.00	3.25	46,681.00	1,626,373.00	1,634,067.240	1,641,921.761	6,135.111	A-	4.523	4.711	2.705	Corporate
06406RAQ0	BNY Mellon Corp	2,000,000.00	0.75	46,050.00	1,850,460.00	1,954,978.348	1,916,856.440	5,125.000	A	4.481	2.788	1.125	Corporate
14913RZ29	Caterpillar Inc.	2,335,000.00	3.65	45,881.00	2,332,174.65	2,334,345.219	2,320,531.243	25,804.993	A	4.559	3.692	0.670	Corporate
17275RBQ4	Cisco Systems, Inc.	3,000,000.00	4.80	46,444.00	2,998,410.00	2,998,811.501	3,028,133.040	38,000.000	AA-	4.352	4.819	2.000	Corporate
24422EXB0	Deere & Company	2,000,000.00	4.95	46,948.00	1,948,660.00	1,960,661.172	2,034,994.160	37,675.000	A	4.420	5.574	3.227	Corporate
24422EWF2	Deere & Company	520,000.00	3.40	45,814.00	519,880.40	519,979.594	517,106.101	8,594.444	A	4.513	3.407	0.492	Corporate
532457CP1	Eli Lilly and Company	1,085,000.00	4.15	46,613.00	1,084,121.15	1,084,208.634	1,081,419.847	13,383.174	A+	4.279	4.179	2.498	Corporate
438516CJ3	Honeywell International Inc.	1,675,000.00	4.95	46,798.00	1,706,758.00	1,695,180.669	1,704,233.541	24,413.125	A	4.358	4.516	2.828	Corporate
46647PDG8	JPMorgan Chase & Co.	2,200,000.00	4.85	46,959.00	2,095,060.00	2,125,951.760	2,203,959.054	37,352.700	A	5.242	6.296	2.418	Corporate
57629WF22	Massachusetts Mutual Life Insurance	2,000,000.00	4.50	46,122.00	1,998,620.00	1,999,375.594	2,000,034.620	12,750.000	AA+	4.495	4.525	1.294	Corporate
57636QAW4	Mastercard Incorporated	2,000,000.00	4.88	46,821.00	2,029,460.00	2,024,289.384	2,031,986.200	22,208.333	A+	4.343	4.456	2.897	Corporate
61747YET8	Morgan Stanley	2,500,000.00	4.68	46,220.00	2,525,350.00	2,505,331.919	2,496,788.675	43,540.694	A-	5.729	4.315	0.599	Corporate
637432NG6	National Rural Utilities Cooperative	1,505,000.00	3.25	45,962.00	1,485,082.00	1,494,602.408	1,486,932.054	4,076.042	A-	4.604	4.044	0.886	Corporate
665859AW4	Northern Trust Corporation	820,000.00	4.00	46,517.00	818,671.60	819,352.532	811,995.193	1,913.333	A+	4.426	4.034	2.292	Corporate
66815L2J7	Northwestern Mutual Global Funding	2,410,000.00	4.00	45,839.00	2,409,180.60	2,409,841.503	2,402,476.173	40,166.667	AA+	4.546	4.011	0.558	Corporate
69371RR73	PACCAR Inc	1,810,000.00	2.85	45,754.00	1,809,529.40	1,809,945.468	1,798,361.248	7,737.750	A+	4.712	2.858	0.342	Corporate
69371RT30	PACCAR Inc	1,290,000.00	4.45	46,605.00	1,288,284.30	1,288,467.621	1,293,798.663	18,337.708	A+	4.330	4.498	2.466	Corporate
713448FQ6	PepsiCo, Inc.	475,000.00	4.55	46,066.00	474,724.50	474,889.447	475,807.324	6,483.750	A+	4.398	4.571	1.061	Corporate
713448FW3	PepsiCo, Inc.	680,000.00	5.13	46,336.00	679,816.40	679,881.230	689,465.403	2,032.917	A+	4.367	5.135	1.751	Corporate
713448FL7	PepsiCo, Inc.	1,000,000.00	3.60	46,801.00	968,490.00	973,985.415	979,742.260	10,300.000	A+	4.280	4.491	2.965	Corporate
74340XBU4	Prologis, Inc.	1,000,000.00	3.25	46,203.00	925,320.00	967,681.681	981,504.220	13,631.944	A	4.476	5.522	1.496	Corporate
437076CV2	The Home Depot, Inc.	2,300,000.00	4.95	46,295.00	2,336,179.00	2,323,612.729	2,321,688.655	19,291.250	A	4.404	4.323	1.643	Corporate
437076CM2	The Home Depot, Inc.	985,000.00	2.70	45,762.00	983,276.25	984,791.108	977,884.793	3,398.250	A	4.673	2.758	0.363	Corporate
89236TMF9	Toyota Motor Corporation	1,700,000.00	5.05	47,254.00	1,713,821.00	1,712,534.430	1,732,391.324	3,577.083	A+	4.572	4.861	3.951	Corporate
89236TKF1	Toyota Motor Corporation	910,000.00	3.65	45,887.00	909,181.00	909,805.711	904,344.578	9,503.181	A+	4.541	3.681	0.687	Corporate
91324PCW0	UnitedHealth Group Incorporated	2,200,000.00	3.45	46,402.00	2,121,196.00	2,141,890.485	2,159,115.948	48,202.673	A+	4.376	4.796	1.991	Corporate
94975P405	Allspring Group Holdings LLC	153,139.66	4.51	45,626.00	153,139.66	153,139.660	153,139.660	0.000	AAAm	4.520	4.520	0.000	Money Market Fund
4581X0EK0	Inter-American Development Bank	3,410,000.00	4.50	46,157.00	3,407,374.30	3,408,667.030	3,418,069.595	6,820.000	AAA	4.329	4.531	1.390	Supranational
912828YQ7	United States	4,000,000.00	1.63	46,326.00	3,738,945.31	3,876,628.861	3,813,750.000	5,566.298	AA+	4.184	3.355	1.848	US Treasury
91282CGA3	United States	4,900,000.00	4.00	46,006.00	4,836,246.09	4,869,681.701	4,882,505.481	90,502.732	AA+	4.355	4.632	0.985	US Treasury
91282CEF4	United States	4,000,000.00	2.50	46,477.00	3,698,593.75	3,795,697.518	3,855,312.480	17,032.967	AA+	4.145	4.920	2.219	US Treasury
91282CDN8	United States	3,800,000											

**Calleguas Municipal Water District
Investment Listing
11/30/2024**

CUSIP	Issuer	Amount	Coupon Rate	Maturity Date	Cost	Book Value	Market Value	Accrued Balance	S&P Rating	Market YTM	Purchase YTM	Duration	Security Type
02582JTT8	American Express Credit Master Trust	1,690,000.00	3.39	45,792.00	1,689,626.17	1,689,919.504	1,680,533.465	2,546.267	AAA	4.687	3.422	0.439	ABS
9128286B1	United States	4,000,000.00	2.63	47,164.00	3,717,953.13	3,756,134.420	3,772,812.480	30,815.217	AA+	4.109	4.244	3.889	US Treasury
912828XB1	United States	4,000,000.00	2.13	45,792.00	3,920,468.75	3,988,199.050	3,958,867.200	3,756.906	AA+	4.436	2.803	0.444	US Treasury
91282CEU1	United States	3,100,000.00	2.88	45,823.00	3,077,078.13	3,093,198.143	3,075,635.922	41,153.347	AA+	4.374	3.305	0.517	US Treasury
91282CKT7	United States	2,700,000.00	4.50	47,269.00	2,778,679.69	2,774,854.506	2,744,191.413	333.791	AA+	4.098	3.822	4.039	US Treasury
91282CAB7	United States	3,000,000.00	0.25	45,869.00	2,760,351.56	2,951,223.784	2,919,023.430	2,506.794	AA+	4.425	2.805	0.648	US Treasury
91282CFK2	United States	3,800,000.00	3.50	45,915.00	3,726,968.75	3,780,560.999	3,774,082.822	28,290.055	AA+	4.388	4.192	0.759	US Treasury
91282CLK5	United States	3,500,000.00	3.63	47,361.00	3,511,074.22	3,510,674.095	3,430,273.420	32,244.475	AA+	4.090	3.554	4.269	US Treasury
91282CLC3	United States	2,800,000.00	4.00	47,330.00	2,787,421.88	2,787,653.868	2,788,187.500	37,434.783	AA+	4.099	4.297	4.158	US Treasury
9128285J5	United States	3,650,000.00	3.00	45,961.00	3,618,490.23	3,641,415.774	3,605,173.438	9,377.072	AA+	4.386	3.270	0.885	US Treasury
91282CFW6	United States	3,600,000.00	4.50	45,976.00	3,618,843.75	3,606,083.691	3,604,021.884	7,160.221	AA+	4.377	4.308	0.922	US Treasury
912797MX2	United States	1,850,000.00	0.00	45,671.00	1,838,750.59	1,839,898.489	1,840,125.311	0.000	A-1+	4.555	4.557	0.117	US Treasury
91282CKZ3	United States	3,400,000.00	4.38	46,583.00	3,412,617.19	3,412,551.544	3,420,453.108	56,185.462	AA+	4.129	4.223	2.414	US Treasury

Investment Type	Code	Total	%	Allowed
Treasury Obligations	US Treasury	61,908,393.18	34.42%	100%
Municipal Securities	Municipal Bonds	-	0.00%	20%
Medium Term Corporate Notes	Corporate	43,503,923.90	24.19%	30%
Federal Agency Bonds	Agency	47,769,378.44	26.56%	100%
Negotiable CD	Negotiable CD	-	0.00%	30%
Supranational	Supranational	3,407,374.30	1.89%	10%
Commercial Paper	Commercial Paper	-	0.00%	25%
Asset Backed Securities	ABS	11,606,627.29	6.45%	15%
Money Market Funds	Money Market Fund	153,139.66	0.09%	20%
Investment Cash	Cash	67,893.14	0.04%	20%
	LAIF	11,392,913.63	6.33%	15%
	VC Pool	25,475.82	0.01%	15%
	Restricted Inv	34,208.52	0.02%	
		<u>179,869,327.88</u>	<u>100.00%</u>	



**October 31, 2024
Financial Statements**

Calleguas Municipal Water District
Statement of Net Assets
as of October 31, 2024

	<u>ASSETS</u>	<u>10/31/24</u>
Current Assets:		
Unrestricted Assets		
Cash		\$ 3,650,954
Investments		180,729,691
Accounts Receivable		22,906,300
Interest Receivable		1,427,789
Inventory		62,565,572
Prepaid Expenses		3,071,517
Restricted Current Assets		
Restricted Cash & Investments		291,842
Total Current Assets		274,643,665
Capital Assets:		
Land & Improvements		22,830,247
CIP		51,509,094
Distribution Facilities		595,693,099
Buildings & Improvements		29,181,270
Equipment		28,662,364
Total Capital Assets		727,876,073
Accumulated Depreciation		(260,989,540)
Capital Assets (Net of Accumulated Depreciation)		466,886,533
Total Assets		\$ 741,530,198
Deferred Outflows - Bond Refunding		4,045,411
Deferred Outflows - Pensions		6,327,947
Deferred Outflows - OPEB		1,727,131
Total Deferred Outflows		\$ 12,100,489
Total Assets & Deferred Outflows		\$ 753,630,687

Calleguas Municipal Water District
Statement of Net Assets
as of October 31, 2024

<u>LIABILITIES AND NET ASSETS</u>	<u>10/31/24</u>
Current Liabilities:	
Accounts Payable	\$ 23,214,062
Accrued Expenses	(355,793)
Interest Payable	1,807,884
Retention Payable	2,179,556
Deposits	325,573
Compensated Absences	277,342
Current portion of bonds payable	8,340,000
Total Current Liabilities	35,788,623
Long-Term Liabilities:	
Bonds payable, net of current portion	150,546,745
Compensated Absences	897,157
OPEB Liability	119,551
Pension Liability	10,429,667
Total long-term liabilities	161,993,120
Total Liabilities	197,781,743
Deferred Inflows - Pensions	1,057,322
Deferred Inflows - OPEB	1,273,494
Total Deferred Inflows	\$ 2,330,816
Total Liabilities & Deferred Inflows	\$ 200,112,559
Net Assets:	
Invested in capital assets, net of related debt	280,002,359
Restricted	9,744,423
Unrestricted	263,771,347
Total Net Assets	553,518,128
Total Liabilities, Deferred Inflows and Net Assets	\$ 753,630,687

Calleguas Municipal Water District
Income Statement
Comparison for Four Months of Budget

	Four Months of FY 2024-25 Budget	Four Months Ended 10/31/24	\$ Variance	%
Water Sales	\$ 51,679,612	\$ 53,125,553	\$ 1,445,941	102.8%
Other Water Revenues	147,836	169,500	21,664	114.7%
Capacity Charge	2,608,221	2,565,052	(43,169)	98.3%
Readiness to serve-purveyors	2,801,660	2,786,100	(15,560)	99.4%
Recycled Water	46,769	57,378	10,609	122.7%
Pumping Power Revenue	452,400	439,361	(13,039)	97.1%
Power Generation	300,600	292,111	(8,489)	97.2%
SMP Fees	225,536	210,710	(14,826)	93.4%
Total Operating Revenues	<u>58,262,634</u>	<u>59,645,766</u>	<u>1,383,132</u>	<u>102.4%</u>
Cost of Water	37,537,491	39,288,610	(1,751,119)	104.7%
Capacity Reservation Charge-MWD	715,781	707,840	7,941	98.9%
Readiness to serve-MWD	2,910,814	2,933,989	(23,175)	100.8%
Recycled Water	38,910	38,381	529	98.6%
Pumping Power	792,000	704,565	87,435	89.0%
Total Cost of Water	<u>41,994,996</u>	<u>43,673,385</u>	<u>(1,678,389)</u>	<u>104.0%</u>
Salaries	4,031,110	3,749,870	281,240	93.0%
Benefits	1,925,434	1,680,123	245,311	87.3%
Fuel and vehicle exp	87,254	94,685	(7,431)	108.5%
Utilities	118,344	133,117	(14,773)	112.5%
Operations & Maintenance Supplies	454,792	340,559	114,233	74.9%
Office Supplies	219,894	49,978	169,916	22.7%
Outside services	1,609,969	741,434	868,535	46.1%
Consultants/Studies	611,008	225,637	385,371	36.9%
Permits, Leases and fees	48,847	31,302	17,545	64.1%
Travel & Training	82,230	46,662	35,568	56.7%
Memberships	155,712	180,353	(24,641)	115.8%
Insurance	192,700	437,665	(244,965)	227.1%
Legal	201,672	215,444	(13,772)	106.8%
Election Costs	0	0	0	N/C
Conservation	125,000	16,022	108,978	12.8%
Miscellaneous	836	362	474	43.3%
Capital Contributions	0	0	0	N/C
Total Operating Administration Expenses	<u>9,864,802</u>	<u>7,943,212</u>	<u>1,921,590</u>	<u>80.5%</u>
Operating Income	<u>\$ 6,402,836</u>	<u>\$ 8,029,168</u>	<u>\$ 1,626,332</u>	<u>125.4%</u>

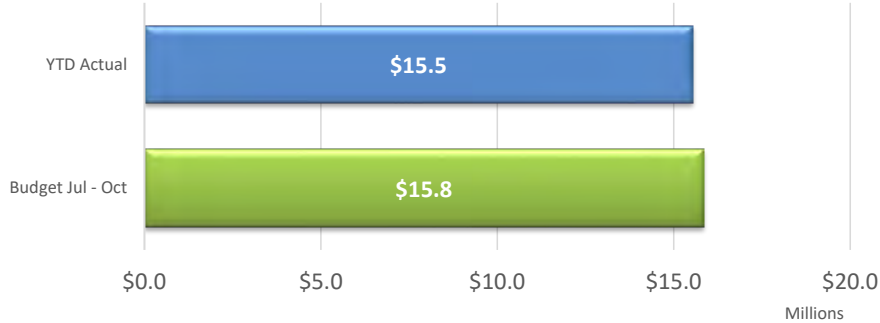
**Calleguas Municipal Water District
Income Statement
Comparison for Four Months of Budget**

	Four Months of FY 2024-25 Budget	Four Months Ended 10/31/24	\$ Variance	%
Operating Income	\$ 6,402,836	\$ 8,029,168	\$ 1,626,332	125.4%
Interest Income	1,495,008	2,396,931	901,923	160.3%
G/L on Investments	0	1,477,776	1,477,776	N/C
Water standby charges	13,500	0	(13,500)	0.0%
Tax Revenue	100,000	0	(100,000)	0.0%
Tax Collection, Bank & Bond Fees	(128,047)	(60,937)	67,110	47.6%
Other Income	124,808	23,686	(101,122)	19.0%
Interest and redemption expense	(2,397,636)	(2,088,620)	309,016	87.1%
Bond Premium/Discount Amortization	(43,180)	(43,181)	(1)	100.0%
Build America Bond Subsidy	0	0	0	N/C
Total non-operating revenue/Expenses	(835,547)	1,705,654	2,541,201	
Income before Capital, Contributions, & Depreciation	5,567,289	9,734,823	4,167,534	174.9%
Depreciation	(4,848,336)	(4,619,134)	229,202	95.3%
Capital Equipment > \$5,000	(489,497)	(300,982)	188,515	61.5%
Project Expense	0	0	0	N/C
Gain/(Loss) on Sale of Capital Assets	0	22,811	22,811	N/C
Grant/Capital Contribution Revenue	233,336	2,480	(230,856)	1.1%
Capital Related Expenses	(5,104,497)	(4,894,825)	209,672	95.9%
Changes in Net Assets	\$ 462,792	\$ 4,839,997	\$ 4,377,205	
Net Assets, beginning of year		548,678,131		
Net Assets, end of year		\$ 553,518,128		

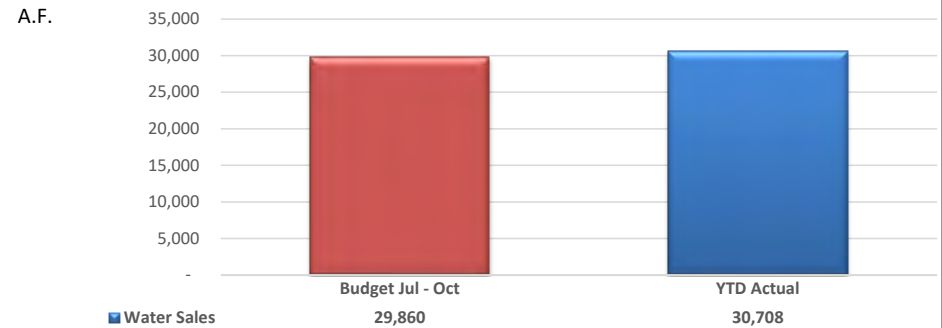
Financial Snapshot - October 31, 2024



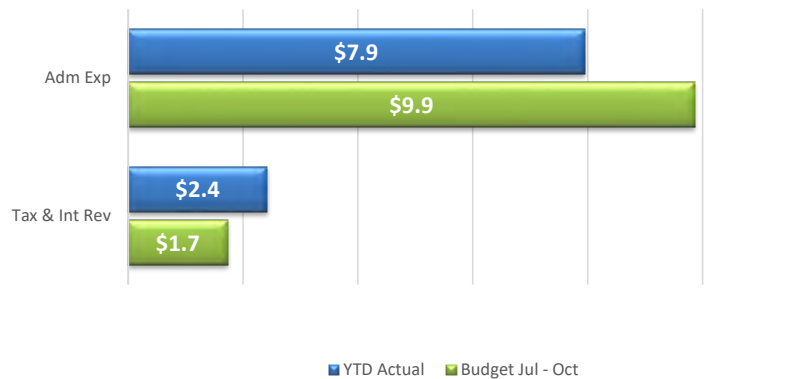
Water Revenues (Net of Water Costs)



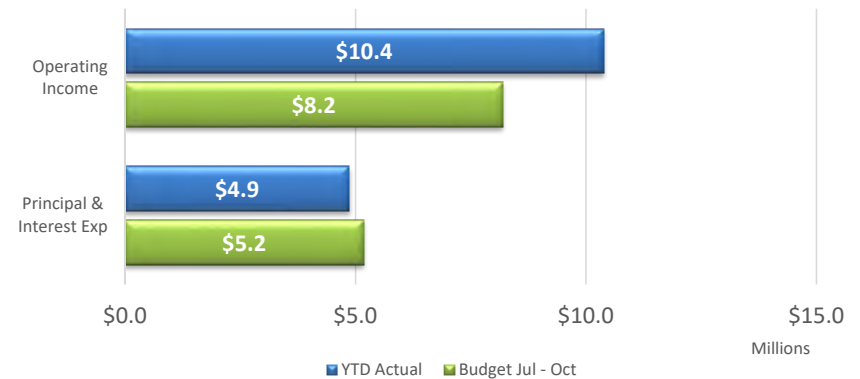
Water Sales in A.F.



YTD Admin Exp/Taxes and Interest Rev



YTD Operating Income/Principal & Interest Exp



Budget & Actuals for the month of October 2024

	Budget for Oct 31, 2024	Actuals for Oct 31 2024	\$ Variance
Total Operating Revenues	\$ 13,583,634	\$ 13,619,581	\$ 35,947
Total Cost of Water	9,851,704	10,024,782	(173,078)
Total Operating Admin Expenses	2,253,726	2,086,421	167,305
Operating Income	1,478,204	1,508,378	30,174
Total Non-Operating Rev/Exp	(248,771)	(1,435,618)	(1,186,847)
Capital Related Expenses	(1,201,332)	(1,157,559)	43,773
Changes in Net Assets	\$ 28,101	\$ (1,084,799)	\$ (1,112,900)

Cash & Investment Balances

	as of September 30, 2024	as of October 31, 2024
Cash	\$ 10,941,110	\$ 3,650,954
Investments	173,251,725	180,729,691
Restricted Investments	291,710	291,842
Total:	\$ 184,484,545	\$ 184,672,487

Financial Snapshot - October 31, 2024



Current Ratio	Oct - 7.67	Current Assets/Current Liabilities
	Sep - 7.67	Measures the District's capacity to settle short-term debts using readily available assets. The higher the ratio is above 1.0, the better financial position the District is in.
Quick Ratio/Acid Test Ration	Oct - 5.84	Curr Assets-Inventory-Prepays)/Curr Liabilites
	Sep - 5.85	Measures the District's ability to settle current debts using quick assets, which are assets readily convertible to cash within 90 days. A good quick ratio is generally considered to be 1.0 or higher.
Debt Ratio	Oct - 26.7%	Total Libilities/Total Assets
	Sep - 26.7%	Measures total Libilities as a percentage of total assets. It reflects the District's ability to use its assets to cover its debt obligations. A lower debt ratiooften indicates greater stability, but industry specific benchmarks vary. Typically, a ratio around 0.5 is considered reasonable.
Debt Service Coverage	Oct - 2.13	Operating Income/(Principal + Interest)
	Sep - 2.23	Measures the District's ability to service debt payments by comparing its net operating income with its total debt service obligations. A 1.25 is required for the District to issue more debt per its Bond Documents. A 1.75-2.0 is looked on favaorably when issuing new debt financing.
Times Interest Earned	Oct - 4.97	Earnings before Interest &Depreciation)/Interest Expense
	Sep - 5.24	Measures a portion of income available to cover future interest expenses. It reveals howmany times the District could pay interest from its income. Higher ratios are more faverable, indicating stronger financial health.

Upcoming Meetings

This table includes meetings that can be attended by all Board members.

In order to ensure Brown Act compliance, a majority of members should not discuss Calleguas specific issues at meetings other than designated Calleguas Board Meetings.

Calleguas Special Board Meeting	Wed. 12/18, 5:00 p.m.	2100 Olsen Road, Thousand Oaks Hybrid Event
Calleguas Special Board Meeting	Wed. 01/8, 4:00 p.m.	2100 Olsen Road, Thousand Oaks Hybrid Event
AWA WaterWise*	Thu. 01/16, 8:00 a.m.	1701 Lombard Street, Oxnard Hybrid Event
AWA Water Issues	Tue. 01/21, 8:00 a.m.	1701 Lombard Street, Oxnard Hybrid Event
Calleguas Special Board Meeting	Wed. 01/22, 4:00 p.m.	2100 Olsen Road, Thousand Oaks Hybrid Event
Calleguas Purveyor Meeting	Thu. 01/23, 10:00 a.m.	2100 Olsen Road, Thousand Oaks IN PERSON ONLY
AWA CCWUC*	Wed. 01/29, 11:30 a.m.	Orchid Professional Building, 816 Camarillo Springs Rd., Camarillo IN PERSON ONLY
Simi Valley Chamber of Commerce "2025 Salute to Excellence" Honoree Elaine Freeman*	Thu. 01/30, 6:00 p.m.	The Grand Vista Hotel 999 Enchanted Way, Simi Valley
Calleguas Board Meeting	Wed. 02/05, 4:00 p.m.	2100 Olsen Road, Thousand Oaks Hybrid Event
AWA Water Issues	Tue. 02/18, 8:00 a.m.	1701 Lombard Street, Oxnard Hybrid Event
Calleguas Board Meeting	Wed. 02/19, 4:00 p.m.	2100 Olsen Road, Thousand Oaks Hybrid Event
AWA WaterWise*	Thu. 02/20, 8:00 a.m.	1701 Lombard Street, Oxnard Hybrid Event
Association of California Water Agencies Annual Washington DC Conference	Tue. 02/25 - Thu. 02/27	Washington, D.C.
AWA CCWUC*	Wed. 02/26, 11:30	Orchid Professional Building, 816 Camarillo Springs Rd., Camarillo IN PERSON ONLY
Calleguas Purveyor Meeting	Thu. 02/27, 10:00 a.m.	2100 Olsen Road, Thousand Oaks IN PERSON ONLY

* Reservations required. Contact Kara if you would like to attend.



City of Camarillo

601 Carmen Drive • Camarillo, CA 93010

Office of the Mayor
(805) 388-5307
FAX (805) 388-5318

November 27, 2024

Adán Ortega, Jr.
Chair, Board of Directors
Metropolitan Water District of Southern California
700 North Alameda Street
Los Angeles, California 90012
Via e-mail: dl-boardsupportteam@mwdh2o.com

Re: Support for Additional Funding for Advance Planning and Preparatory Activities for the Delta Conveyance Project

Dear Chair Ortega,

On behalf of the City of Camarillo, and consistent with the recent joint resolution adopted by the respective Boards of Directors of the Calleguas Municipal Water District and Las Virgenes Municipal Water District, we wish to express our support for additional funding by the Metropolitan Water District of advance planning and preparatory activities for the Delta Conveyance Project.

The operation of the State Water Project is vital to Ventura County and our larger geographic region. Metropolitan's expenditure of funds for advance planning and preparatory activities for the Delta Conveyance Project is a critically important step—and funds well spent—to improve our water supply reliability and to ensure the health and economic well-being of our residents and businesses.

We urge the Metropolitan Board of Directors to approve this funding at your December 10, 2024, Board meeting.

Thank you for your consideration of our views.

Sincerely,

Tony Trembley
Mayor

November 27, 2024
Delta Conveyance Project
Page 2 of 2

cc: Camarillo City Council
Calleguas Municipal Water District
Las Virgenes Municipal Water District



City Council

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Phone 805/449.2121 • Fax 805/449.2125 • www.toaks.org

Al Adam
Mayor

November 27, 2024

Adan Ortega, Jr.
Chairman
MWD of Southern California
700 Alameda St.
Los Angeles, CA 90012

Deven Udadhyah
Interim General Manager
MWD of Southern California
700 Alameda St.
Los Angeles, CA 90012

Via Email: c/o dl-boardsupportteam@mwdh2o.com

RE: DELTA CONVEYANCE PROJECT - SUPPORT

Dear Chair Ortega and Interim General Manager Udadhyah,

On behalf of the City of Thousand Oaks, I am writing to express strong support for Delta Conveyance Project (DCP) and concur with the joint resolution submitted by the Calleguas Municipal Water District and the Las Virgenes Water District.

The City of Thousand Oaks is located in Southern California in Ventura County. The City depends on wholesale imported water from Calleguas Municipal Water District. Calleguas distributes imported water from the Metropolitan Water District of Southern California to cities, local water agencies, and private and mutual water companies throughout Ventura County.

Roughly 660,000 residents and businesses in Ventura County rely on imported water from the State Water Project (SWP). The eastern portion of Ventura County, which includes Thousand Oaks, is 100 percent reliant upon imported water.

Changing weather patterns will impact SWP operations. For future water supply reliability, it is essential that the SWP capture higher flows when they are available so they can be stored for the inevitable anticipated dry periods, which are expected to be longer and drier. Had the DCP been in place during the last drought, the significant water use restrictions (one-day-per-week outdoor watering) that six Metropolitan member agencies experienced, including Calleguas and its retail member agencies in Ventura County, could potentially have been avoided.

Ventura County's economy is highly dependent upon the State Water Project. From agriculture to biotechnology, educational institutions to ports and harbors, small businesses to a U.S. Naval Base, water is the critical component for every industry and household in our County.

Of greater concern is the likelihood of a large earthquake in or near the Delta. Such an event would cause levee failures and intrusion of seawater into the Delta. The DCP will help address

this potential risk.

DCP is essential to the livelihood of residents and the future economic vitality, health, and safety of our region.

Sincerely,

A handwritten signature in black ink that reads "Al Adam". The signature is written in a cursive, flowing style.

Al Adam
Mayor

cc: Kristine McCaffrey, P.E., General Manager Calleguas Municipal Water District

cmo:660-40/Delta Conveyance Project Support 112624.ml

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December 9, 2024

Subject: The Delta Conveyance Project and Related Board Actions

Dear MWD Board of Directors and members of the Metropolitan One Water and Stewardship Committee,

On behalf of the Greater Conejo Valley Chamber of Commerce, I would like to express my strong support for the Delta Conveyance Project (DCP) and encourage Metropolitan to continue funding advance planning, permitting, design, geotechnical investigation, and other preconstruction activities. As an organization representing 700+ organizations and 40,000 local jobs, we support innovative solutions to water shortages and water security that the DCP represents.

The economies of Los Angeles and Ventura Counties depend highly on the State Water Project. Spanning both counties, our joint communities of Thousand Oaks, Westlake Village, Agoura Hills, and Oak Park, are home to leading life sciences and biotechnology hubs, universities, the largest urban national park, military contractors, and small businesses of all types, where water is the critical component for every industry and household.

Our region knows too well the impact of climate change and how changing weather patterns impact our communities and State Water Project (SWP) operations. For future water supply reliability, the SWP must capture and store higher flows whenever possible for the predicted dry periods, which are expected to be longer and drier. If the DCP had been in place during the last drought, the significant water use restrictions (one-day-per-week outdoor watering) that six Metropolitan member agencies experienced, including Calleguas and Las Virgenes, could have possibly been avoided.

Additionally, and of exceptional note, the DCP's mitigation efforts for seismic disruptions are essential to the long-term viability of our communities. Under current conditions with a major seismic event, it is uncertain if our communities will have the critical access to water necessary to maintain population or stall panic and widespread emigration out of the region.

We respectfully thank you and urge your thoughtful consideration and support of the Delta Conveyance Project. Please feel free to contact my office if you have any questions or if we can assist.

Sincerely,



Danielle Borja
President/CEO, Greater Conejo Valley Chamber of Commerce