



## Board of Directors

Russ Baggerly, Director  
Angelo Spandrio, Director  
Brian Brennan, Director

Pete Kaiser, Director  
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT  
Meeting to be held at the  
Casitas Board Room  
1055 Ventura Ave.  
Oak View, CA 93022

Special Meeting Agenda  
January 25, 2020 @ 9:00 AM

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of ¶54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENTS
5. BOARD DISCUSSION ON SETTING THE PRIORITIES OF THE DISTRICT FOR 2020
  - 5.a. Review of 2019 Priorities of the District and development of 2020 Priorities of the District.  
[Board Memo for the Board Planning Day 011820.pdf](#)  
[2019 Board Priorities List 010820.pdf](#)  
[2020 Board Priorities List 012520.pdf](#)

6. DISCUSSION REGARDING POSSIBLE CHANGES TO THE CASITAS MUNICIPAL WATER DISTRICT BYLAWS.

- 6.a. Resolution Amending Article XI of the Casitas Municipal Water District's bylaws to include an additional standing committee of the Board of Directors identified as the Public Relations Committee.

[Board Memo for the Amendment of the Bylaws to include a standing Public Relations Committee.pdf](#)

[Resolution XX-XX Amending Article XI of the District's Bylaws adding a standing Public Relations Committee 012220.pdf](#)

- 6.b. Discussion regarding additional proposed changes to the Bylaws.

7. DISCUSSION REGARDING DIVISION II VACANCY.

8. CLOSED SESSION

- 8.a. CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code §54956.9(a) Santa Barbara Channelkeeper v. State Water Resources Control Board, City of San Buenaventura, et al.; and City of San Buenaventura v Duncan Abbott, et al., Cross Complaint; Superior Court of the State of California, County of Los Angeles, Case No. 19STCP01176

# MEMORANDUM

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TO: Board of Directors  
From: Michael L. Flood, General Manager  
RE: **Casitas Municipal Water District Board of Directors Planning Day**  
Date: January 22, 2020

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## RECOMMENDATION:

The Board provide staff direction.

## BACKGROUND:

The 2019 CMWD Board of Directors Planning Day occurred on January 19, 2019.

During that meeting, the Directors compiled a list of twenty-nine priorities in three categories that included Board Policy, Admin, and Water Security.

Most of the priorities were given a priority ranking of one to five with one being the lowest and five being the highest priorities.

Management provided occasional progress updates on the list through the Executive Committee as well as an informational item for the full Board.

## DISCUSSION:

The 2019 Board Priority list was last reviewed by the Executive Committee at their regular December committee meeting.

Of the twenty-nine items on the original list, seven items are being carried forward for further consideration by the Board.

A copy of both lists is attached.

**2019 Board Priorities List**

**Category: Board Policy**

		<u>Complete?</u>	<u>Status/Disposition</u>	<u>Result</u>
1	Equine prohibitions in the LCRA (check to see if there is a current policy/ordinance). (5) (Completion: 90 Days)	Yes	Presented to Executive Committee	Ordinance Already Exists
2	Review of allocation penalty policy. (Completion: 60 Days) (5)	Yes	Adopted by the Board on April 24, 2019	First Meeting on June 19, 2019
3	Review need for a Mission Statement and the ability to use this as a filter to discuss what goals can be accomplished (revenues, budgets, environmental issues, recreation elements, etc.) (Completion: 90 Days—Executive Committee) (5)	Yes	Adopted by the Board on May 4, 2019	Board adopted and distributed to CMWD Staff
4	Water rate analysis. (Update in 9 months) (4)	Yes	Contract Awarded in November 2019	Rate Analysis to be Completed in 2020
5	Strategic plan for recreation area. (Completion: 9 Months—Recreation Committee)(5)	No	GM Cut from Budget	Review for FY 2021 Budget
6	Committee presentations to the Board. (Ongoing) (5)	Yes	Complete	Ongoing
7	Gauge investment in policies/cost-benefit analysis. (Ongoing) (5)	No	Further Discussion with Executive Committee	

**Category: Admin**

		<u>Complete?</u>	<u>Status/Disposition</u>	<u>Result</u>
1	Committee packets to Board members 48 hours prior. (To Executive Committee—Ongoing)	Yes		Ongoing
2	Draft Board agendas to legal counsel prior to publishing. (To Attorney by Thursday—Ongoing)	Yes		Ongoing
3	— OBGMA link on website for OBGMA groundwater information		Deleted	
4	Gauging organizational capacity/bandwidth./Filing of open positions./Staffing plan(s)/ Understanding the adjustments necessary to cope with recent organizational changes. (Review/completion in 120 days) (5)	Yes	Position Adjustments & Additional Positions going through approval process. HR Manager and Assistant GM Positions have been filled.	Complete
5	Funding process and contracts. (Simplification of terminology). Contract = services, Purchase orders = materials (5) (90 days)	No	Staff needs to review and bring recommendation	Continue into 2020
6	GANTT chart for process for projects, timelines, etc. (open purchase orders and contracts with monthly update) (Management Produce—90 Days).	Yes	Project Tracker in place.	Complete
7	Update of policy and procedures manual (including Board policy) and communication of results. (Completion: 12 months)	Yes	Bylaws complete and adopted by the Board	Complete
8	Staff recommendations with staff presentations on Board items. (Ongoing)	Yes		As needed
9	Have departments present at Board meetings and provide updates to efforts. (Ongoing)	Yes		As needed

**Category: Water Security Items**

		<u>Complete?</u>	<u>Status/Disposition</u>	<u>Result</u>
1	Focus on local water resources for water security projects. (5)	No	Review of Teague Watershed wells complete (project on hold). Matilija Deep Wells project under continued review. WREA has been contacted for an updated proposal on developing a more detailed project feasibility background. Ojai Well Field rehabilitation project underway, expected to be complete in 2021 which includes drilling a replacement well. Ojai Well Desalter on hold pending results of Ojai Well Field rehabilitation project.	Continue into 2020
2	Legal and professional review of SWP interconnect EIR from the Water Resources Committee Recommendations. (5)	Yes	EIR review period complete and adopted by the City of Ventura. Currently under active litigation.	Task subject to the outcome of litigation
3	New legal foundation able to receive private funds for water security projects. (1)	No	Executive Committee asked to suspend this item.	
4	Provide policy for avoiding Stage 5 restrictions./ Detailed emergency plan for when Lake Casitas reaches minimum pool including skeleton of plan./ Plan for what happens if water security projects do not work out that can be communicated to the public. (4)	No	CWRP will advise these issues. Public Relations department to include this in development of a communications plan in conjunction with PR consultant in 2020.	Continue into 2020
5	Complete Comprehensive Water Resources Plan./ Need timeline for CWRP. (November 2019?)/ Economic concept review of costs of water security projects and gauge public support for those costs. (5)	No	Stantec engaged to complete the CMWD Comprehensive Water Resources Plan. Expected to be complete in January 2020.	Continue into 2020
6	Board review of Kear recommendations from 2016./ Publish summary from 2016 study and how priorities were reached (review full presentation)/ Review 2016 plan for costing information plan./ Public communication about 2016 study and messaging connected to it. (5)	No	2016 Kear recommendations being reviewed through the CWRP. Public Relations department to include this in development of a communications plan through the hiring of a public relations consultant in 2020.	Continue into 2020
7	Gauge need for an election for water security projects./ Review issues related to bonds and District revenues./Water rate analysis. (4)	Yes	District engaged True North to develop a poll to test public opinion on a possible bond measure. Polling to occurred and the results brought to the Board in September 2019. Water rate impacts to be gauged through hiring of a consultant in 2020.	Complete
8	Calleguas to Casitas pipeline project RFP (crosstown pipeline) (5).	Yes	GM presented the concept and estimated cost to the Board in August 2019.	Complete
9	Planning for costs of Phase 1 SWP interconnect pipeline \$42M project (4).	Yes	GM presented the concept and estimated cost to the Board in August 2019.	Complete
10	Obtain legal representation for adjudication (5)	Yes	Rutan & Tucker engaged by the District	Ongoing
11	Peer review for Verbo/HoBo projects (5).	No	Technical Advisory Committee engaged and draft report has been submitted to the Water Resources Committee. Staff has also presented a TAC outline to WREA for further analysis and development of the project.	Continue into 2020
12	Complete conjunctive use policy with OBGMA (4).	No	OBGMA working has assigned a committee to work with the GM on this.	Ongoing
13	Biological Opinion review and critical drought protection measures (5).	Yes	Critical Drought Protection Measures approved by all entities in March 2019	To be administered as appropriate.

**2020 Draft Board Priorities List**

**Category: Board Policy**

		<u>Complete?</u>	<u>Status/Disposition</u>	<u>Result</u>
1	Gauge investment in policies/cost-benefit analysis. (Ongoing) (5)	No	Further Discussion with Executive Committee	

**Category: Admin**

		<u>Complete?</u>	<u>Status/Disposition</u>	<u>Result</u>
1	Funding process and contracts. (Simplification of terminology). Contract = services, Purchase orders = materials (5) (90 days)	No	Staff needs to review and bring recommendation	Continue into 2020

**Category: Water Security Items**

		<u>Complete?</u>	<u>Status/Disposition</u>	<u>Result</u>
1	Focus on local water resources for water security projects. (5)	No	Review of Teague Watershed wells complete (project on hold). Matilija Deep Wells project under continued review. WREA has been contacted for an updated proposal on developing a more detailed project feasibility background. Ojai Well Field rehabilitation project underway, expected to be complete in 2021 which includes drilling a replacement well. Ojai Well Desalter on hold pending results of Ojai Well Field rehabilitation project.	Continue into 2020
2	Provide policy for avoiding Stage 5 restrictions./ Detailed emergency plan for when Lake Casitas reaches minimum pool including skeleton of plan./ Plan for what happens if water security projects do not work out that can be communicated to the public. (4)	No	CWRP will advise these issues. Public Relations department to include this in development of a communications plan in conjunction with PR consultant in 2020.	Continue into 2020
3	Complete Comprehensive Water Resources Plan./ Need timeline for CWRP. (November 2019?)/ Economic concept review of costs of water security projects and gauge public support for those costs. (5)	No	Stantec engaged to complete the CMWD Comprehensive Water Resources Plan. Expected to be complete in January 2020.	Continue into 2020
4	Board review of Kear recommendations from 2016./ Publish summary from 2016 study and how priorities were reached (review full presentation)./ Review 2016 plan for costing information plan./ Public communication about 2016 study and messaging connected to it. (5)	No	2016 Kear recommendations being reviewed through the CWRP. Public Relations department to include this in development of a communications plan through the hiring of a public relations consultant in 2020.	Continue into 2020
5	Peer review for Verbo/HoBo projects (5).	No	Technical Advisory Committee engaged and draft report has been submitted to the Water Resources Committee. Staff has also presented a TAC outline to WREA for further analysis and development of the project.	Continue into 2020

# MEMORANDUM

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TO: Board of Directors  
From: Michael L. Flood, General Manager  
RE: **Amend Article XI of the Casitas Municipal Water District's bylaws to include an additional standing committee of the Board of Directors identified as the Public Relations Committee.**  
Date: January 14, 2020

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## RECOMMENDATION:

The Board of Directors approve the amendment to the District's bylaws adding a standing Public Relations Committee

## BACKGROUND:

During the 2020 Board of Directors Committee assignments that occurred at the Board meeting on January 8, 2020, the Directors expressed the desire to add an additional standing committee to review various aspects of the District's public relations efforts on an ongoing basis.

The bylaws currently provide for five standing committees:

- Water Resources
- Personnel
- Finance
- Recreation
- Executive

The Board of Directors identified this committee as the Public Relations Committee and Director Spandrio and Director Baggerly are its members.

## DISCUSSION:

The current version of the District's bylaws were adopted by the Board in June 2019.

The bylaws provide that the Board of Directors may amend the bylaws via resolution provided that at least 14 days have passed since the amendment has been presented. (Article XIII)

Since the Board proposed to amend the bylaws to add the Public Relations committee as a standing committee on January 6, 2020, sufficient time has passed for this amendment to be adopted by the Board.

The bylaws would be amended thus:

Article XI - Board Committees

Section 2.1 Board Standing Committees for the District are as follows:

Water Resources  
Personnel  
Finance  
Recreation  
Executive  
Appeals Panel  
Public Relations

Section 2.3 Standing Committees will meet per the following schedule, specific dates and times will be determined prior to meeting:

Water Resources:  
Personnel:  
Finance:  
Recreation:  
Executive:  
Appeals Panel:  
Public Relations:

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION XX-XX

A RESOLUTION OF THE CASITAS MUNICIPAL WATER DISTRICT TO AMEND  
ARTICLE XI OF CASITAS MUNICIPAL WATER DISTRICT'S BYLAWS

**WHEREAS**, the Casitas Municipal Water District ("Casitas") desires to add an additional standing committee of the Board of Directors identified as the Public Relations Committee; and

**WHEREAS**, the Casitas Municipal Water District's bylaws identifies the standing committees within Article XI of said document; and

**WHEREAS**, Section XIII of the Casitas Municipal Water District bylaws requires that 14 days shall have passed after the presentation of an amendment and prior to the Board of Directors approving said amendment; and

**WHEREAS**, the Board of Directors presented the Public Relations Committee during the regular meeting of the Board of Directors on January 8, 2020.

**NOW, THEREFORE**, the Board of Directors of the Casitas Municipal Water District resolves as follows:

1. Article XI, Section 2.1 of the Casitas Municipal Water District bylaws shall be amended to read as follows:

**Section 2.1 Board Standing Committees for the District are as follows:**

**Water Resources**  
**Personnel**  
**Finance**  
**Recreation**  
**Executive**  
**Appeals Panel**  
**Public Relations**

2. Article XI, Section 2.3 of the Casitas Municipal Water District bylaws shall be amended to read as follows:

**Section 2.3 Standing Committees will meet per the following schedule, specific dates and times will be determined prior to meeting:**

**Water Resources:**  
**Personnel:**  
**Finance:**  
**Recreation:**  
**Executive:**  
**Appeals Panel:**  
**Public Relations:**



This resolution shall become effective upon its adoption.

ADOPTED this \_\_\_<sup>th</sup> day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
\_\_\_\_\_, President  
Casitas Municipal Water District

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, Secretary  
Casitas Municipal Water District