

CASITAS MUNICIPAL WATER DISTRICT  
EXECUTIVE COMMITTEE

Agenda

Kaiser/Baggerly

**December 13, 2019 - 10:00 A.M.**

District Office

1055 Ventura Ave.

Oak View, CA 93022

1. Roll Call
2. Public Comments
3. Board Comments
4. General Manager Comments
5. Review of the 2019 Board of Directors Priority List.

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. If you require special accommodations for attendance at or participation in this meeting, please notify our office in advance (805) 649-2251 ext. 113. (Govt. Code Section 65954.1 and 54954.2(a). Please be advised that members of the Board of Directors of Casitas who are not members of this standing committee may attend the committee meeting referred to above only in the capacity of observers, and may not otherwise take part in the meeting. (Govt. Code Sections 54952.2(c)(6)

**2019 Board Priorities List**

**Category: Board Policy**

		<b>Complete?</b>	<b>Status/Disposition</b>	<b>Result</b>
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**

		<b>Complete?</b>	<b>Status/Disposition</b>	<b>Result</b>
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).	No	Project Tracker in place. Staff needs to discuss in January 2020	Continue into 2020
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**

		<b>Complete?</b>	<b>Status/Disposition</b>	<b>Result</b>
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	To Executive Committee in December 2019	
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.