

Camrosa Water District Financing Authority

Board Agenda

Regular Meeting

Thursday, January 11, 2024

Camrosa Board Room

5:30 PM

Call to Order

Public Comments

At this time, the public may address the Board on any item not appearing on the agenda that is subject to its jurisdiction. Persons wishing to address the Board must make themselves known directly after the Call to Order, through the chat to the host or verbally when the President asks for public comment. All comments are subject to a 5-minute time limit.

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of Board or the Staff requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the Administrative Items. Approval by the Board of Consent Items means that the recommendation of the Staff is approved along with the terms and conditions described in the Board Memorandum.

Consent Agenda

1. Approve Minutes of the Financing Authority Meeting of January 12, 2023

Primary Agenda

2. **Appointment of Interim Secretary/Treasurer

Objective: Appoint an Interim Secretary/Treasurer for the Board of Directors of the Camrosa Water District Financing Authority.

Action Required: It is recommended that the Board of Directors adopt a resolution of the Board appointing Norman Huff as Interim Secretary/Treasurer for the Board of Directors of the Camrosa Water District Financing Authority.

3. ****Confirmation of Officers and Authority's 2024 Calendar**

Objective: Confirm the Authority's Officers and accept the 2024 Calendar.

Action Required: It is recommended that the Board of Directors:

- 1) Confirm the officers of the Authority for calendar year 2024 to be the same directors serving as officers for the Camrosa Water District board; and,
- 2) Adopt the District's Board Calendar to establish the Authority's regularly scheduled meetings.

PLEASE NOTE: The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Codes 54957.6 or 54956.9 respectively. Any of the items that involve pending litigation may require discussion in closed session on the recommendation of the Board's Legal Counsel.

Comments by General Manager

Comments by Directors

Adjournment

Note: ** indicates agenda items for which a staff report has been prepared or backup information has been provided to the Board. The full agenda packet is available for review on our website at:
www.camrosa.com/board-agendas/

Camrosa Water District Financing Authority

Board Minutes

Regular Meeting

Thursday, January 12, 2023
Camrosa Board Room
5:30 PM

Call to Order The meeting was convened at 5:32 P.M.

Present: Eugene F. West, President
 Terry L. Foreman, Vice-President
 Andy F. Nelson, Director
 Jeffrey C. Brown, Director

Absent: Timothy H. Hoag, Director

Staff: Tony Stafford, General Manager
 Jozi Zabarsky, Customer Service Manager
 Greg Jones, Legal Counsel

Public Comments

None

Consent Agenda

1. Approve Minutes of the Financing Authority Meeting of January 13, 2022

Amendments: None

The Board approved the Minutes of the Regular Meeting of January 13, 2022.

Motion: Brown **Second:** Foreman

Yes: Nelson-Brown-Foreman-West

Absent: Hoag

Primary Agenda

2. Confirmation of Officers and Authority's 2023 Calendar

The Board took the following actions:

- 1) Confirmed the officers of the Authority for calendar year 2023 to be the same directors serving as officers for the Camrosa Water District board; and
- 2) Adopted the District's Board Calendar to establish the Authority's regularly scheduled meetings.

Motion: Nelson **Second:** Brown

Yes: Nelson-Brown-Foreman-West

Absent: Hoag

Comments by General Manager

None

Comments by Directors

None

Adjournment

There being no further business to be brought before the Board, the meeting was adjourned at 5:34 P.M.

Norman Huff, Interim Secretary/Treasurer
Board of Directors
Camrosa Water District Financing Authority

(ATTEST)
Eugene F. West, President
Board of Directors
Camrosa Water District Financing Authority

Camrosa Water District Financing Authority Board Memorandum

January 11, 2024

To: Board of Directors of the Camrosa Water District Financing Authority

From: Tamara Sexton, Deputy General Manager/Finance

Subject: Appointment of Interim Secretary/Treasurer

Objective: Appoint an Interim Secretary/Treasurer for the Board of Directors of the Camrosa Water District Financing Authority.

Action Required: It is recommended that the Board of Directors adopt a resolution of the Board appointing Norman Huff as Interim Secretary/Treasurer for the Board of Directors of the Camrosa Water District Financing Authority.

Discussion: Following the retirement of Tony L. Stafford, Secretary/Treasurer for the Board of Directors of the Camrosa Water District Financing Authority, on December 31, 2023, the Board desires to appoint an interim Secretary/Treasurer.

Attachment:

- Resolution 24-01

Camrosa Water District Financing Authority

Resolution No: 24-01

A Resolution of the Board of Directors
of the Camrosa Water District Financing Authority

Appointing Norman Huff to the Position of Interim Secretary/Treasurer for the Board of Directors

Whereas, the Board of Directors has regrettably accepted the resignation of Tony L. Stafford from the position of Secretary/Treasurer for the Board of Directors, upon the occasion of his retirement from public service; and,

Whereas, the effective date of the resignation of Mr. Stafford was December 31, 2023.

Whereas, the Board of Directors desires to fill the vacant Secretary/Treasurer for the Board of Directors position on an interim basis until a permanent appointment can be made; and,

Whereas, Norman Huff, in his current capacity as Assistant General Manager of the Camrosa Water District, is immediately available;

Now, Therefore, Be It Resolved by the Camrosa Water District Financing Authority Board of Directors that Norman Huff is hereby appointed to the position of Interim Secretary/Treasurer for the Board of Directors; and,

Be It Further Resolved that this appointment is effective immediately.

Adopted, Signed, and Approved this 11th day of January 2024.

Eugene F. West, President
Board of Directors
Camrosa Water District Financing Authority

(ATTEST)
Norman Huff, Interim Secretary/Treasurer
Board of Directors
Camrosa Water District Financing Authority

Camrosa Water District Financing Authority Board Memorandum

January 11, 2024

To: Board of Directors of the Camrosa Water District Financing Authority

From: Tamara Sexton, Deputy General Manager/Finance

Subject: Confirmation of Officers and Authority's 2024 Calendar

Objective: Confirm the Authority's officers and accept the 2024 Calendar.

Action Required: It is recommended that the Board of Directors:

- 1) Confirm the officers of the Authority for calendar year 2024 to be the same directors serving as officers for the Camrosa Water District Board; and,
- 2) Adopt the District's Board Calendar to establish the Authority's regularly scheduled meetings.

Discussion: The first order of business at the first meeting of the Authority held each calendar year is the confirmation of officers and adoption of regularly scheduled meetings.

The President and Vice-President of the Authority shall be the same members who are the President and Vice-President, respectively, of the Board of Directors of the District.

The By-Laws of the Authority establish that regular meetings of the Authority be held on the same dates and immediately following the regular meetings of the District. The Authority may cancel in advance the regularly scheduled meeting if there is no business to be considered by the Authority. This assures the Authority will have a regular meeting to approve a bond issue under the Act.

2024 Camrosa Board Calendar

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | 2024 Holidays | | | | | | |
|------------------------|----|----|----|----|----|----|--|----|----|----|----|----|----|-----------|----|----|----|----|----|----|--|--|--|--|--|--|--|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | January 1 st & 2 nd New Year's Holiday (Observed) | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | | | | | | 1 | 2 | February 19 th - President's Day | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | May 27 th - Memorial Day | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | July 4 th - Independence Day | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | September 2 nd - Labor Day | | | | | | |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | November 11 th - Veteran's Day | | | | | | |
| | | | | | | | | | | | | | | 31 | | | | | | | November 28 th & 29 th - Thanksgiving | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | December 24 th & 25 th - Christmas | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | December 31 st - New Year's Eve | | | | | | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | | 2024 Conferences | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | CASA Winter Conf. (Palm Springs) Jan. 24 th - 26 th | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 | ACWA Spring Conf. (Sacramento) May 7 th - 9 th | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | CASA 69 th Annual Conf. (Monterey) July 31 st - Aug. 2 nd | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ACWA Fall Conf. (Palm Desert) Dec 3 rd - 5 th | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | |
| | | | | | | | | | | | | | | 30 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | | 2024 AWA Meetings | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | "Water Issues" Third Tuesday (except Apr., Aug., Dec.) | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | AWA Board Meetings (See orange on calendar) | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Waterwise Breakfast (See yellow on calendar) | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | April 18 th - Annual Symposium | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | August - DARK (No Meetings or Events) | | | | | | |
| 28 | 29 | 30 | 31 | | | | 24 | 25 | 26 | 27 | 28 | 29 | 31 | 29 | 30 | | | | | | September 19 th - Reagan Library Reception | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | December 12 th - Holiday Mixer | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | | 2024 VCSDA Meetings | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | February 6 th - Annual Dinner | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | April 2 nd | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | June 4 th | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | August 6 th | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | October 1 st | | | | | | |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | December 3 rd | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Camrosa Water District | | | | | | | Note: Camrosa Board Meetings are highlighted in RED. Board Meetings are held | | | | | | | | | | | | | | | | | | | | |
| 7385 Santa Rosa Road | | | | | | | on the <u>2nd & 4th Thursday</u> of each month at 5pm unless indicated. | | | | | | | | | | | | | | | | | | | | |
| Camarillo, CA 93012 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | Calleguas Board Meetings are held 1st & 3rd Wednesday - 5:00 PM | | | | | | | | | | | | | | | | | | | | |