

Camrosa Water District Financing Authority

Board Agenda

Regular Meeting

Thursday, January 9, 2025

Camrosa Board Room

5:45 PM*

(*This meeting will commence at the conclusion of the Camrosa Board Meeting)

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.

Consent Agenda

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.

1. Approve Minutes of the Financing Authority Meeting of January 11, 2024

Primary Agenda

2. **Confirmation of Officers and Authority's 2025 Calendar

Objective: Confirm the Authority's Officers and accept the 2025 Calendar.

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

- 1) Confirm the officers of the Authority for calendar year 2025 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.

3. **Appointment of Secretary/Treasurer

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

Comments by Secretary/Treasurer; Comments by Directors

Adjournment

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation to participate in a meeting should direct such request to Donnie Alexander at (805) 482-8514 at least 48 hours before the meeting, if possible.

Camrosa Water District Financing Authority

Board Minutes

Regular Meeting

Thursday, January 11, 2024

Camrosa Board Room

5:30 PM

Call to Order The meeting was convened at 6:46 P.M.

Present: Eugene F. West, President
Andrew F. Nelson, Vice-President (via teleconference; absent from voting)
Jeffrey C. Brown, Director
Timothy H. Hoag, Director
Terry L. Foreman, Director

Staff: Norman Huff, Assistant General Manager
Tamara Sexton, Deputy General Manager/Finance
Jozi Zabarsky, Customer Service Manager
Art Aseo, Engineering & Capital Projects Manager
Kevin Wahl, Superintendent
Terry Curson, District Engineer
Greg Jones, Legal Counsel (via teleconference)

Guest: Jim Murchie, Leisure Village resident

Public Comments

None

Consent Agenda

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

Amendments: None

The Board approved the Minutes of the Regular Meeting of January 12, 2023.

Motion: Brown **Second:** Hoag

Yes: Brown – Hoag – Foreman - West

Absent from voting: Nelson

Primary Agenda

2. **Appointment of Interim Secretary/Treasurer**

The Board adopted a resolution of the Board appointing Norman Huff as Interim Secretary/Treasurer for the Board of Directors of the Camrosa Water District Financing Authority.

Motion: Foreman **Second:** Hoag

Rollcall: Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Absent from voting: Nelson

3. Confirmation of Officers and Authority's 2024 Calendar

The Board took the following actions:

- 1) Confirmed the officers of the Authority for the calendar year 2024 to be the same directors serving as officers for the Camrosa Water District board.

Motion: West **Second:** Brown

Yes: Brown – Hoag – Foreman - West

Absent from voting: Nelson

- 2) Adopted the District's Board Calendar to establish the Authority's regularly scheduled meetings.

Motion: Foreman **Second:** Hoag

Yes: Brown – Hoag – Foreman - West

Absent from voting: Nelson

Comments by Interim Secretary/Treasurer

None

Comments by Directors

None

Adjournment

There being no further business to be brought before the Board, the meeting was adjourned at 6:48 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 9, 2025

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 2025 Calendar

Objective: Confirm the Authority's officers and accept the 2025 Calendar.

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

- 1) Confirm the officers of the Authority for calendar year 2025 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.

Attachment: 2025 Board Calendar

2025 Camrosa Board Calendar

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2025 Holidays	
January 1 st - New Year's Holiday (Observed)	
February 17 th - President's Day	
May 26 th - Memorial Day	
July 4 th - Independence Day	
September 1 st - Labor Day	
November 11 th - Veteran's Day	
November 27 th & 28 th - Thanksgiving	
December 24 th & 25 th - Christmas	
December 31 st - New Year's Eve	

APRIL						
S	M	T	W	T	F	S
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MAY						
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JUNE						
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29	30					

2025 Conferences	
CASA Winter Conf. (Palm Springs) Jan. 29 th - 31 st	
ACWA Spring Conf. (Monterey) May 13 th - 15 th	
CASA 70 th Annual Conf. (San Diego) July 30 th - Aug 1 st	
ACWA Fall Conf. (San Diego) Dec 2 nd - 4 th	

JULY						
S	M	T	W	T	F	S
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AUGUST						
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31						

SEPTEMBER						
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21	22	23	24	25	26	27
28	29	30				

2025 AWA Meetings	
AWA Board Meetings (Highlighted in Orange)	
WaterWise Breakfast (Highlighted in Yellow)	
April 17 th - Annual Symposium	
August - DARK (No events or meetings)	
September 18 th - Reagan Library Reception	
December 11 th - Holiday Mixer	

OCTOBER						
S	M	T	W	T	F	S
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NOVEMBER						
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23	24	25	26	27	28	29
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DECEMBER						
S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

2025 VCSDA Meetings	
February 4 th - Annual Dinner	
April 1 st	
June 3 rd	
August 5 th	
October 7 th	
December 2 nd	

Camrosa Water District
 7385 Santa Rosa Road
 Camarillo, CA 93012

Note: Camrosa Board Meetings are highlighted in **RED**. Board Meetings are held on the **2nd & 4th Thursday** of each month at 5pm unless indicated.

Calleguas Board Meetings are held 1st & 3rd Wednesday - 5:00 PM

Camrosa Water District Financing Authority Board Memorandum

January 9, 2025

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

From: Tamara Sexton, Deputy General Manager/Finance

Subject: Appointment of Secretary/Treasurer

Objective: Appoint a 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 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 appointed Norman Huff, then Assistant General Manager for the Camrosa Water District, as Interim Secretary/Treasurer for the Board of Directors of the Camrosa Water District Financing Authority. The Board now desires to appoint Camrosa Water District General Manager and Secretary of the Board, Norman Huff as Secretary/Treasurer for the Board of Directors of the Camrosa Water District Financing Authority.

Attachment: Resolution FA-25-01

Camrosa Water District Financing Authority

Resolution No: FA-25-01

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

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

Whereas, the Board of Directors 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 effective December 31, 2023; and,

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

Whereas, Norman Huff, in his then-current capacity as Assistant General Manager of the Camrosa Water District, was immediately available, the Board appointed Norman Huff as Interim Secretary/Treasurer, effective January 11, 2024; and,

Whereas, since January 11, 2024, Norman Huff has served faithfully as Interim Secretary/Treasurer for the Board of Directors: and,

Whereas, the Board of Directors desires to fill the Secretary/Treasurer position for the Board of Directors position permanently; and,

Whereas, effective March 11, 2024, Norman Huff was appointed General Manager and Secretary of the Board for the Camrosa Water District.

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 Secretary/Treasurer for the Board of Directors; and,

Be It Further Resolved that this appointment is effective immediately.

Adopted, Signed, and Approved this 9th day of January 2025.

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

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