# **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 <u>5-minute</u> 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. <u>\*\*Appointment of Secretary/Treasurer</u>

**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.

# **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. <u>Confirmation of Officers and Authority's 2024 Calendar</u>

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.

(ATTEST)

Norman Huff, Interim Secretary/Treasurer Board of Directors Camrosa Water District Financing Authority Eugene F. West, President Board of Directors 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

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Camarillo, CA 93012 on the <b>2nd &amp; 4th Thursday</b> of each month at 5pm unless indicated.														-							-	ss are	neiu	
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# **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

## **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 9<sup>th</sup> day of January 2025.

(ATTEST)

Eugene F. West, President Board of Directors Camrosa Water District Financing Authority Norman Huff, Secretary/Treasurer Board of Directors Camrosa Water District Financing Authority