

**CALL AND NOTICE OF SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF
CALLEGUAS – LAS VIRGENES PUBLIC FINANCING AUTHORITY**

September 2 , 2020

A Special Meeting of the Board of Directors of Calleguas – Las Virgenes Public Financing Authority is hereby called and notice of said Special Meeting is hereby given for 4:30 p.m. on Wednesday, September 2, 2020 to be held electronically and telephonically.

**CALLEGUAS – LAS VIRGENES PUBLIC FINANCING AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA**

A. CALL TO ORDER PLEDGE OF ALLEGIANCE, AND ROLL CALL (4:30 p.m.)

BOARD OF DIRECTORS

Andres Santamaria, Chair
Lynda Lo-Hill, Vice Chair
Leonard E. Polan, Secretary
Scott Quady, Treasurer
Steve Blois
Charles Caspary
Jay Lewitt
Lee Renger
Thomas Slosson
Andy Waters

B. ORAL COMMUNICATION

Members of the public may address the Board on items within the jurisdiction of the Board that do not appear on the agenda. No action shall be taken on any item not appearing on the agenda unless authorized by subdivision (b) of Government Code Section 54954.2. The Board may limit the time available for each subject and each speaker.

To participate:

Phone # +1 (408) 638-0968 (Note San Jose area code)

<https://us02web.zoom.us/j/83678462648?pwd=MU05SG1seGxVVG5BS3FBMzV1Nm9kdz09>

Meeting ID: 836 7846 2648

Password: 326346

Please limit remarks to three minutes.

C. REGULAR BUSINESS

1. Minutes: June 18, 2020

Action: It is recommended that the Authority approve the meeting minutes of June 18, 2020 as presented.

2. Adoption of Resolution No. 19, A Resolution of the Board of Directors of Calleguas-Las Virgenes Public Financing Authority Amending a Conflict of Interest Code

Action: It is recommended that the Board of Directors adopt Resolution No. 19.

D. OTHER BUSINESS

E. ADJOURNMENT

Note: In accordance with Executive Orders N-25-20, N-29-20, and N-33-20 issued by the Governor of the State of California in response to COVID-19, in-person public participation at Calleguas Municipal Water District, Las Virgenes Municipal Water District, and Calleguas-Las Virgenes Public Financing Authority meetings are suspended. The Districts and the Authority have established alternative methods of participation which permit members of the public to observe and address public meetings telephonically and/or electronically. These methods of participation can be accessed through the telephone number and/or internet link provided on this agenda.

In addition to the above referenced methods of participation, members of the public may also participate by submitting comments by email to info@calleguas.com by 5:00 p.m. on the calendar day prior to the public meeting. Email headers should refer to the Board meeting for which comments are offered. Comments received will be placed into the record and distributed appropriately.

Agendas, agenda packets, and additional materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available on the Calleguas Municipal Water District website at www.calleguas.com

Pursuant to Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and applicable federal rules and regulations, requests for disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the Secretary to the Board in advance of the meeting to ensure the availability of the requested service or accommodation. Notices, agendas, and public documents related to the Board meetings can be made available in appropriate alternative format upon request.

DRAFT

**CALLEGUAS – LAS VIRGENES PUBLIC FINANCING AUTHORITY
MINUTES – June 18, 2020**

The Regular meeting of the Board of Directors of Calleguas – Las Virgenes Public Financing Authority (Authority) was held telephonically and via videoconference in accordance with Executive Orders N-25-20, N-29-20, and N-33-20 of the State of California on Thursday, June 18, 2020 at 4:30 p.m.

A. CALL TO ORDER AND ROLL CALL

Chair Santamaria called the meeting to order at 4:30 p.m.

Kara Wade, Clerk of the Board to Calleguas, led the Pledge of Allegiance.

Kara Wade, Clerk of the Board to Calleguas, called roll.

Board Members Present: Andres Santamaria, Chair, Calleguas
 Lynda Lo-Hill, Vice Chair, Las Virgenes
 Scott Quady, Treasurer, Calleguas
 Leonard E. Polan, Secretary, Las Virgenes
 Charles Caspary, Las Virgenes
 Jay Lewitt, Las Virgenes
 Lee Renger, Las Virgenes
 Thomas Slosson, Calleguas
 Andy Waters, Calleguas

Board Member Absent: Steve Blois, Calleguas

Legal Counsel Present: Walter E. Wendelstein, Cohen & Burge LLP, General
 Counsel to Calleguas and to the Authority
 Keith Lemieux, Olivarez Madruga Lemieux O’Neill, General
 Counsel to Las Virgenes

Staff Present: Anthony Goff, General Manager, Calleguas
 David W. Pedersen, General Manager, Las Virgenes
 Dan Smith, Manager of Administrative Services, Calleguas
 Donald Patterson, Director of Finance, Las Virgenes
 Josie Guzman, Clerk of the Board, Las Virgenes
 Kara Wade, Clerk of the Board, Calleguas

B. ORAL COMMUNICATION

None

C. REGULAR BUSINESS

1. Minutes: June 25, 2019

On a motion by Director Slosson, seconded by Director Caspary, the Board of Directors voted 8-0-1 to approve the minutes of May 16, 2018. Motion carried by the following roll call vote:

AYES: Directors Caspary, Lewitt, Lo-Hill, Polan, Renger, Santamaria, Slosson, Waters

NOES: None

ABSTAIN: Director Quady

ABSENT: Director Blois

2. Report on Status of Funds

Dan Smith, Calleguas' Manager of Administrative Services, presented Calleguas' annual status report on bond financing and the ratio of net operating income to debt service expense, and noted that Calleguas had complied with all bond covenants.

Donald Patterson, Las Virgenes' Director of Finance, presented Las Virgenes' annual report on bond financing and said the District currently does not have any outstanding bond debt with the Calleguas-Las Virgenes Public Financing Authority.

On a motion by Director Santamaria, seconded by Director Lewitt, the Board of Directors voted 9-0 to receive and file Calleguas' and Las Virgenes' annual status reports on bond financing. Motion carried by the following roll call vote:

AYES: Directors Caspary, Lewitt, Lo-Hill, Polan, Renger, Quady, Santamaria, Slosson, Waters

NOES: None

ABSTAIN: None

ABSENT: Director Blois

DRAFT

D. OTHER BUSINESS

Anthony Goff, Calleguas' General Manager, stated that Calleguas recently amended its Conflict of Interest Code due to a title change for the Manager of Finance and Human Resources. The new title is Manager of Administrative Services. He said that the Conflict of Interest Code for the Calleguas-Las Virgenes Public Financing Authority will also need to be amended to reflect the title change. No action was taken.

E. ADJOURNMENT

Chair Santamaria declared the meeting adjourned at 4:40 p.m.

Leonard E. Polan, Secretary

**CONFLICT OF INTEREST CODE FOR THE
CALLEGUAS-LAS VIRGENES PUBLIC FINANCING AUTHORITY**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission had adopted a regulation (2 Cal. Code of Regs. Sec. 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Calleguas-Las Virgenes Public Financing Authority (Authority)**.

Individuals holding designated positions shall file their statements of economic interest with the **Authority**, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) All statements will be retained by the **Authority**.

APPENDIX A – DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORY</u>
Calleguas General Manager	1
Las Virgenes General Manager	1
Calleguas Manager of Finance and Human Resources <u>Administrative Services</u>	1
Las Virgenes Director of Finance and Administration	1
Authority Counsel	1
Consultants/New Positions*	

* Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Calleguas General Manager or Las Virgenes General Manager may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Calleguas General Manager or Las Virgenes General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Sec. 81008.)

The following positions are not covered by the code because the positions manage public investments. Individuals holding such positions must file under Government Code Section 87200 and are listed for informational purposes only. Section 87200 requires disclosure of all investments and business positions in business entities, all income, including gifts, loans and travel payments, and real property.

- Governing Board Members

DISCLOSURE CATEGORIES

Category 1

All sources of income, including receipt of gifts, loans, and travel payments, interests in real property, and investments and business positions in business entities.

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DISCLOSURE CATEGORIES

Category 1

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A RESOLUTION OF THE BOARD OF DIRECTORS
OF CALLEGUAS-LAS VIRGENES PUBLIC FINANCING AUTHORITY
AMENDING A CONFLICT OF INTEREST CODE

WHEREAS, pursuant to Government Code Section 87302, the Conflict of Interest Code of the Calleguas-Las Virgenes Public Financing Authority (“Authority”) enumerates positions and designates employees who must disclose and report certain investments, business positions, interests in real property, and sources of income, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests; and

WHEREAS, pursuant to Government Code Section 87306, the Authority must amend its Conflict of Interest Code when change is necessitated by changed circumstances; and

WHEREAS, changed circumstances do currently exist, specifically the renaming of a previously designated position title from *Calleguas Manager of Finance and Human Resources* to the new position title of *Calleguas Manager of Administrative Services*;

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Authority as follows:

1. The Authority hereby amends its Conflict of Interest Code to reflect a change in title for an individual designated in the Conflict of Interest Code. The amended Conflict of Interest Code is attached to this Resolution and incorporated herein by this reference.
2. Authority staff and counsel are authorized to prepare, execute and submit such documentation as may be required to obtain final approval of the amended Conflict of Interest Code by the Fair Political Practices Commission.

ADOPTED, PASSED AND APPROVED this second day of September 2020, at a meeting of the Board of Directors of the Authority.

Andres Santamaria, Chair of Governing Board
Calleguas-Las Virgenes Public Financing Authority

I HEREBY CERTIFY that this Conflict of Interest Code was adopted at a meeting of the Board of Directors of the Calleguas – Las Virgenes Public Financing Authority held on September 2, 2020.

ATTEST:

Leonard E. Polan, Secretary of Governing Board
Calleguas-Las Virgenes Public Financing Authority