



**Regular Board of Directors Meeting  
3615 E Las Posas Road, Suite 161  
Camarillo, CA 93010  
Tuesday, October 25, 2016  
12:00 p.m.**

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## **2016 Regular Board Meeting Calendar**

### **January**

- Tuesday, January 26, 2016 – 5:00 p.m.

### **February**

- Tuesday, February 23, 2016 – 12:00 p.m.

### **March**

- Tuesday, March 22, 2016 – 12:00 p.m.

### **April**

- Tuesday, April 26, 2016 – 12:00 p.m.

### **May**

- Tuesday, May 24, 2016 – 12:00 p.m.

### **June**

- Tuesday, June 7, 2016 – 12:00 p.m.  
(Budget Presentation)
- Tuesday, June 28, 2016 – 12:00 p.m.

### **July**

- Tuesday, July 26, 2016 – 12:00 p.m.

### **August**

- Dark

### **September**

- Tuesday, September 27, 2016 – 12:00 p.m.

### **October**

- Tuesday, October 25, 2016 – 12:00 p.m.

### **November**

- Dark

### **December**

- Tuesday, December 6, 2016 – 8:30 a.m.  
(Annual Board Work Study)

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## AGENDA

**October 25, 2016 – 12:00 p.m.**

Regular Meeting of the Board of Directors

3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010

### **Board of Directors**

Rod Brown, MBA, President  
Christopher Loh, M.D., Vice President  
Mark Hiepler, Esq., Clerk of the Board  
Richard Loft, M.D., Director  
Scott W. Packham, DDS, Director

### **Staff**

Kara Ralston, Chief Executive Officer  
Sue Tatangelo, Chief Resource Officer  
Sonia Amezcua, Chief Administrative Officer  
Karen Valentine, Clerk to the Board

### **Participants**

Michael Velthoen, Esq.  
*Ferguson Case Orr Paterson, LLP*  
David Mitchell, CPA  
*Mitchell & Associates*

- 
1. **Call to Order/Roll Call**
  2. **Pledge of Allegiance – Director Loft**
  3. **Amendments to the Agenda**  
Requests to change the order of the agenda, delete, add any agenda item(s), or to remove any consent agenda items for discussion.
  4. **Public Comment – Ca. GC Section 54954.3;** The Board reserves this time to hear from the public. Please complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.
  5. **Oath of Office – Directors Hiepler, Loh, and Packham.**
  6. **Consent Agenda** –Consent Agenda items are considered routine and are acted upon without discussion, with one motion. If discussion is requested, that item(s) will be removed from the Consent Agenda for discussion, and voted on as a separate item. If no discussion is requested, the Board Chairperson may request a motion to approve as presented.
    - A. Approval of District’s disbursements through September 30, 2016.  
**(Please see Section 6-A)**
    - B. Approval of Minutes of the Regular Board Meeting of September 27, 2016.  
**(Please see Section 6-B)**
    - C. Approval of the Minutes of the Executive Committee Meeting of October 18, 2016.  
**(Please see Section 6-C)**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Hiepler \_\_\_\_\_ Loft \_\_\_\_\_ Packham \_\_\_\_\_

7. **Discussion/Action Items-** Consideration, Discussion, and Decision:

**A.** Financial Report for period ending September 30, 2016. **(Please see Section 7-A)**

**Suggested motion to Approve/ Deny/ Amend** - Financial Report ending September 30, 2016

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Hiepler \_\_\_\_\_ Loft \_\_\_\_\_ Packham \_\_\_\_\_

**B.** The Camarillo City Council in the Capacity of Successor Agency to the Camarillo Community Development Commission is requesting subordination in connection with the Camarillo Corridor Project Area to the Successor Agency’s payment obligations to the 2016 Bonds. **(Please see Section 7-B)**

**Suggested motion to Approve/ Deny/ Amend** - Subordination Request of the Camarillo City Council in the capacity of Successor Agency to the Camarillo Community Development Commission. The Camarillo Health Care District Board of Directors hereby confirms its **Approval/ Denial** to the subordination of the Statutory Pass-through Payments to be paid to the Camarillo Health Care District in connection with the Camarillo Corridor Project Area to the Successor Agency’s payment obligations for the 2016 Bonds.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Hiepler \_\_\_\_\_ Loft \_\_\_\_\_ Packham \_\_\_\_\_

**C.** It is the intent of the Camarillo Health Care District’s Board of Directors to maintain a Policy Manual. The following policies, having been reviewed by the Executive Committee are submitted for approval and inclusion in the Policy Manual. **(Please see Section 7-C)**

- Policy 1080 Committees of the Board of Directors
- Policy 1086 Ethics Training
- Policy 1090 Copying Public Documents
- Policy 2000 Chief Executive Officer Performance Evaluation

**Suggested motion to Approve/ Deny/ Amend** adoption of District Policies 1080, 1086, 1090, and 2000.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Hiepler \_\_\_\_\_ Loft \_\_\_\_\_ Packham \_\_\_\_\_

D. Review, discussion, and recommendation for **Approval/ Denial** of the proposed Board Meeting Calendar for 2017. **(Please see Section 7-D)**

**Suggested motion to Approve/ Deny/ Amend** the 2017 Board Meeting Calendar.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Hiepler \_\_\_\_\_ Loft \_\_\_\_\_ Packham \_\_\_\_\_

**8. Program and Staff Reports**

Chief Executive Officer Report

**9. Board Reports – No Board Action Required**

- A. President’s Report
- B. Board Members’ Interests and Concerns

**10. Closed Session –**

- A. Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2)– one case
- B. Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Camarillo Health Care vs. Rozanski, Ventura County Superior Court Case No. 56-2016-11487601-CU-MC-VTA.
- C. Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA.

**11. Reconvene from Closed Session**

**12. Announcement of Closed Session** – Pursuant to Government Code §54957.1 – The legislative body of any local agency shall publicly report any reportable action taken in closed session and the vote or abstention on that action of every member present.

- A.
- B.
- C.

13. **Future Meeting and Events**

**Board of Directors Meetings**

- Executive Committee (**Brown, Loh**) Tuesday, November 29, 2016, 12:00 p.m.
- Full Board: Annual Board Work Study Tuesday, December 6, 2016, 8:30 a.m.
- Executive Committee Tuesday, January 17, 2017, 12:00 p.m.
- Finance/Investment Committee Tuesday, January 24, 2017, 11:00 a.m.
- Full Board: Tuesday, January 24, 2017, 12:00 p.m.

**Upcoming Community Meetings & Events**

- October 26, 2016, Camarillo Community Advisory Council
- November 3, 2016, Economic Outlook Luncheon 2016
- November 8, 2016, Election Day

14. **Adjournment** - Having no further business, this meeting is adjourned at \_\_\_\_\_p.m.

**Action Items** not appearing on the Agenda may be addressed on an emergency basis by a majority vote of the Board of Directors when need for action arises.

**ADA compliance statement;** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk to the Board of Directors, Karen Valentine, at (805) 482-9382. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, [www.camhealth.com](http://www.camhealth.com), on Friday, October 21, 2016 at 4:00 p.m.



**SECTION 5**

**OATH OF OFFICE**

**DIRECTORS HIEPLER, LOH, AND PACKHAM.**

**OCTOBER 25, 2016**

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**SECTION 6**

**CONSENT AGENDA**

**SECTION 6-A  
APPROVAL OF DISTRICT'S DISBURSEMENTS THROUGH  
SEPTEMBER 30, 2016**

**OCTOBER 25, 2016**

Oct 12, 2016

9:12 am

# Camarillo Health Care District

## Check Register (Checks and EFTs of All Types)

Sorted by Check Number

(Report period: September 1, 2016 to September 30, 2016)

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
Cash Account #4 [Bank of the West General]					
64594	09/07/16	AFLAC	Aflac	0.00	788.90
64595	09/07/16	ANDISITES	AndiSites, Inc	0.00	189.00
64596	09/07/16	BANYAI	Danette Banyai	0.00	142.80
64597	09/07/16	BETA	Beta Healthcare Group	0.00	862.82
64598	09/07/16	BUCKLEY	Elizabeth Buckley	0.00	400.00
64599	09/07/16	C3 INTEL	C3 Intelligence, Inc	0.00	188.45
64600	09/07/16	CABRERA	Carmen Cabrera	0.00	79.92
64601	09/07/16	CARRERA	Armando Carrera	0.00	105.84
64602	09/07/16	CMH	CMH Centers for Family Health	0.00	60.00
64603	09/07/16	CRADDOCK	Blair Craddock	0.00	152.82
64604	09/07/16	CRAWFORD L	Lorenzo Crawford	0.00	67.20
64605	09/07/16	DARANCARE	Darancare, Inc	0.00	320.00
64606	09/07/16	FREIE	Barbara Freie	0.00	707.00
64607	09/07/16	GODINEZ	Jose Godinez	0.00	227.50
64608	09/07/16	HARMALA	Michelle Harmala	0.00	400.00
64609	09/07/16	HARTFORD	Hartford Life	0.00	970.34
64610	09/07/16	HOME REMEDIE	Home Remedies dba	0.00	935.00
64611	09/07/16	IVEY	Jane Ivey	0.00	159.60
64612	09/07/16	LEAVE	Leave it To Lori	0.00	361.20
64613	09/07/16	LUTTERBECK	Beatrice Lutterbeck	0.00	105.00
64614	09/07/16	MEDITECH	Meditech Health Services	0.00	185.00
64615	09/07/16	METLIFE	MetLife Small Business	0.00	559.88
64616	09/07/16	NUNN	Nunn Better, Inc	0.00	120.00
64617	09/07/16	POINDEXTER	Poindexter and Company	0.00	800.00
64618	09/07/16	POLAKOW	Jenica Polakow	0.00	116.70
64619	09/07/16	RALSTON	Kara Ralston	0.00	56.66
64620	09/07/16	RIGHT AT	Right At Home	0.00	312.00
64621	09/07/16	ROGERS	Rogers & Partners, Inc	0.00	231.00
64622	09/07/16	SULLIVAN	Brenda Sullivan	0.00	161.00
64623	09/07/16	TROPHIES	Trophies, Etc.	0.00	15.75
64624	09/07/16	VALENTINE	Karen Valentine	0.00	82.89
64625	09/07/16	VISION	Vision Services Plan	0.00	124.12
64626	09/07/16	VOYAGER	Voyager Fleet Systems Inc	0.00	678.73
64627	09/07/16	WENGER	Phillip J Wenger Construction	0.00	300.00
64628	09/07/16	YOUNG	Jennifer Young	0.00	212.38
64629	09/14/16	BOTW	Bankcard Center	0.00	9244.89
64630	09/14/16	DOS CAMINOS	Dos Caminos Plaza	0.00	4453.15
64631	09/14/16	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	0.00	6823.27
64632	09/14/16	FRONTIER	Frontier Communications	0.00	124.99
64633	09/14/16	JONES	Lynn Jones	0.00	235.98
64634	09/14/16	LEAF	Leaf	0.00	2087.19
64635	09/14/16	MASTERPAGES	Carrie Dittmar	0.00	75.00
64636	09/14/16	READY	ReadyRefresh	0.00	199.88
64637	09/14/16	SAFEWAY	Safeway Inc	0.00	189.04
64638	09/14/16	SAGE	Sage Network, Inc	0.00	3215.36
64639	09/14/16	SO CA GAS	Southern California Gas	0.00	203.99
64640	09/14/16	USPOSTMASTER	U.S. Postmaster	0.00	6300.00
64641	09/14/16	VCAA	VC Area Agency on Aging	0.00	300.00
64642	09/21/16	ALPHA FUND	Alpha Fund	0.00	2411.00
64643	09/21/16	CITIZENS	Citizens Business Bank	0.00	99044.22
64644	09/21/16	JTS	JTS Facility Services	0.00	1851.00
64645	09/21/16	PETTY	Petty Cash - Administrat	0.00	353.16
64646	09/21/16	POINDEXTER	Poindexter and Company	0.00	115.50
64647	09/21/16	SAFEWAY	Safeway Inc	0.00	91.02
64648	09/21/16	STAPLES	Staples Business Advantage	0.00	384.05

64649	09/21/16	TNT	TNT Automotive	0.00	85.00
64650	09/21/16	TROPICAL	Tropical Car Wash	0.00	230.00
64651	09/28/16	AT&T	AT&T Mobility	0.00	1380.72
64652	09/28/16	BROWN	Rodger Brown	0.00	200.00
64653	09/28/16	COMMUNITY M	Community Memorial Hospital	0.00	86.35
64654	09/28/16	DIAL	Dial Security	0.00	1170.00
64655	09/28/16	ITS	Integrated Telemanagement Services, Inc	0.00	845.86
64656	09/28/16	LOFT	Richard Loft, MD	0.00	100.00
64657	09/28/16	LOH	Christopher Loh, MD	0.00	100.00
64658	09/28/16	MASTERPAGES	Carrie Dittmar	0.00	3020.11
64659	09/28/16	MEDITECH	Meditech Health Services	0.00	220.00
64660	09/28/16	MEYERS	Meyers Nave	0.00	612.15
64661	09/28/16	OSBORNE	Joan Osborne	0.00	90.00
64662	09/28/16	PACKHAM	Scott W. Packham	0.00	100.00
64663	09/28/16	SIEG	R.J. Sieg	0.00	71.60
64664	09/28/16	SO CA EDISON	Southern Ca. Edison Co.	0.00	2448.73
64665	09/28/16	TNT	TNT Automotive	0.00	714.75
64666	09/28/16	VALIC	VALIC	0.00	1046.67
64667	09/28/16	VCSDA	V C S D A	0.00	40.00
					-----
			Cash account Total	0.00	161444.13
					=====
			Report Total	0.00	161444.13

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**SECTION 6**

**CONSENT AGENDA**

**APPROVAL OF MINUTES  
BOARD MEETING  
SEPTEMBER 27, 2016**

**SECTION 6-B**

**OCTOBER 25, 2016**

**MINUTES**

**September 27, 2016**

**Regular Meeting of the Board of Directors**

3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010

**Board of Directors - Present**

Rod Brown, MBA, President  
Christopher Loh, M.D., Vice President  
Mark Hiepler, Esq., Clerk of the Board  
Richard Loft, M.D., Director  
Scott W. Packham, DDS, Director

**Staff - Present**

Kara Ralston, Chief Executive Officer  
Sonia Amezcua, Chief Administrative Officer  
Karen Valentine, Clerk to the Board

**Participants - Present**

David Mitchell, CPA, Mitchell & Associates  
Michael Velthoen, Esq., Ferguson Case Orr  
Paterson, LLP – Arrived 1:00 p.m.

- 
1. **Call To Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, September 27, 2016, at 12:02 p.m., by Rod Brown, President.
  2. **Pledge of Allegiance** - Director Packham
  3. **Amendments To The Agenda** – None
  4. **Public Comment** - None
  5. **Presentations** – None
  6. **Consent Agenda** - It was **MOVED** by Director Loh, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda.

**Vote to Approve Consent Agenda**

Director Brown:	Aye
Director Loh:	Aye
Director Hiepler:	Absent
Director Loft:	Aye
Director Packham:	Aye

*Director Hiepler arrived at 12:11 p.m.*



7. Discussion/Action Items -

A. It was **MOVED** by Director Hiepler, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve the Financial Report for the period ending August 31, 2016.

<u>Vote to Approve August 31, 2016 Finance Report</u>	
Director Brown:	Aye
Director Loh:	Aye
Director Hiepler:	Aye
Director Loft:	Aye
Director Packham:	Aye

*Director Loh left the meeting at 12:23 p.m.*

*Director Loh returned to the meeting at 12:25 p.m.*

B. It was **MOVED** by Director Loft, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors amend Section 5.7 of the Investment Policies to reflect “Citizen Members shall be approved by the Board, and serve one year terms, commencing in January each year, upon confirmation of the Board.

<u>Vote to Amend Investment Policies</u>	
Director Brown:	Aye
Director Loh:	Aye
Director Hiepler:	Aye
Director Loft:	Aye
Director Packham:	Aye

C. It was **MOVED** by Director Loh, **SECONDED** by Director Packham and **MOTION PASSED** that the Board of Directors adopt the following slate of District Policies:

- Policy 1071 Board Meeting Agenda
- Policy 1072 Board Meeting Conduct
- Policy 1073 Board Actions and Decisions
- Policy 1074 Review of Governance Decisions
- Policy 1075 Minutes of Board Meetings
- Policy 1076 Rules of Order for Board and Committee Meetings
- Policy 1077 Attendance at Board Meetings
- Policy 1078 Ralph M. Brown Act
- Policy 1088 Appointments to the Board
- Policy 1200 Community Partnership Initiatives

**Vote to Adopt District Policies 1071 through 1078, 1088, and 1200**

**Director Brown: Aye**  
**Director Loh: Aye**  
**Director Hiepler: Aye**  
**Director Loft: Aye**  
**Director Packham: Aye**

**D.** Ballot for the Independent Special Districts Selection Committee for the purpose of electing one special district alternate member to the Ventura LAFCo.

It was **MOVED** by Director Loft, **SECONDED** by Director Packham, and **MOTION PASSED** that the Board of Directors casts its vote for Andy Waters, Calleguas Municipal Water District, for special district alternate member to the Ventura LAFCo, unexpired term ending January 1, 2019.

**Vote to Elect LAFCo Alternate Member**

**Director Brown: Aye**  
**Director Loh: Aye**  
**Director Hiepler: Aye**  
**Director Loft: Aye**  
**Director Packham: Aye**

8. Chief Executive Officer Kara Ralston, reported on her meeting with Ventura County Auditor Controller Jeff Burgh. Mr. Burgh and his team met with District staff for an education session on the allocation and disbursement of tax dollars.

District staff also met with Rick Wood, Finance and Administrative Director for the California Special Districts Association (CSDA). Mr. Wood spent time with staff reviewing internal policies and providing education on Other Post-Employment Benefits (OPEB).

9. **Board Reports – None**

*Board Meeting recessed at 1:02 p.m. awaiting the arrival of Michael Velthoen, Esq. Board Meeting reconvened at 1:11 p.m.*

10. **Closed Session – 1:13 p.m.**

- A. Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) – one case.
- B. Significant exposure to litigation pursuant to Government Code §54956.9(d)(4) – one case.
- C. Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA.

**11. Reconvened from Closed Session – 2:02 p.m.**

**12. Announcement of Closed Session –**

- A. No reportable action.
- B. No reportable action.
- C. No reportable action.

**13. Future Meetings**

**Board of Directors Meetings**

- Executive Committee (**Brown, Loh**) October 18, 2016, 12:00 p.m.
- Full Board: October 25, 2016, 12:00 p.m.
- Finance Committee (**Hiepler, Packham**) October 25, 2016, 11:00 a.m.
- Full Board: November Dark
- Executive Committee (**Brown, Loh**) November 29, 2016, 12:00 p.m.
- Full Board: Annual Work Study December 6, 2016, 8:30 a.m.

**Upcoming Community Meetings & Events**

- October 26, 2016, Community Advisory Committee, 7:00 a.m.
- November 8, 2016, Election Day

**14. Having no further business, this meeting is adjourned at 2:05 p.m.**

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Mark Hiepler  
Clerk of the Board

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**SECTION 6**

**CONSENT AGENDA**

**APPROVAL OF THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
HELD ON OCTOBER 18, 2016**

**SECTION 6-C**

**OCTOBER 25, 2016**

## MINUTES

**October 18, 2016**

**Executive Committee Meeting**

Camarillo Health Care District Board of Directors  
3615 E Las Posas Road, Boardroom, Camarillo, CA 93010

**Board Members Present:**

Rod Brown, MBA, President  
Christopher Loh, MD, Vice President

**Staff Present:**

Kara Ralston, Chief Executive Officer  
Karen Valentine, Clerk to the Board

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1. **Call to Order** – The Executive Committee was called to order by Committee Chair, Rod Brown, at 12:06 p.m.
2. **Public Comment** – No Public Comment
3. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, September 27, 2016.
4. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, October 25, 2016.
6. Reviewed the Consent Agenda for the regularly scheduled Board Meeting of Tuesday, October 25, 2016.
7. Reviewed Action Items on the October 25, 2016 regular Board Meeting Agenda.
  - B. Reviewed a proposed Subordination Agreement from the Successor Agency to the Camarillo Community Development Commission.
  - C. It is the recommendation of the Executive Committee that the following Board Policies be adopted:
    - Policy 1080 Committees of the Board of Directors
    - Policy 1086 Ethics Training
    - Policy 1090 Copying Public Documents
    - Policy 2000 Chief Executive Officer Performance Evaluation
  - D. Reviewed proposed Board Meeting Calendar for 2017. The Executive Committee requested that the calendar be revised to include a November 2017 meeting.

8. The Next Executive Committee Meeting is scheduled for Tuesday, November 29, 2016, at 12:00 p.m., if needed.
9. Meeting adjourned at 12:51 p.m.

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Rod Brown  
President

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**SECTION 7**

**DISCUSSION/ACTION ITEMS**

**SECTION 7-A  
FINANCIAL REPORT FOR PERIOD ENDING SEPTEMBER 30, 2016**

**OCTOBER 25, 2016**

**Camarillo Health Care District**  
**Statements of Net Assets**  
**Three Months Ending September 30, 2016**

<b>ASSETS</b>	<u>Sep 16</u>	<u>July 2016</u>	<u>Variance</u>
<u>Current Assets:</u>			
Cash and Checking Accounts	\$ 458,285	\$123,499	\$ 334,785
Investment Accounts	1,600,727	2,488,969	(888,242)
Accounts and Grants Receivable	661,656	101,673	559,983
Total Current Assets	<u>2,720,668</u>	<u>\$2,714,142</u>	<u>6,526</u>
<u>Noncurrent Assets:</u>			
Property, plant and equipment - net	1,606,166	1,637,840	(31,674)
IS equipment - net	24,364	27,145	(2,781)
Transportation vehicles - net	97,352	103,945	(6,593)
Prepays	54,988	30,292	24,695
Total Noncurrent Assets	<u>1,782,869</u>	<u>1,799,222</u>	<u>(16,353)</u>
Deferred Outflows of Recourses	112,553	112,553	-
Total Assets	<u>\$ 4,616,091</u>	<u>\$4,625,917</u>	<u>\$ (9,827)</u>
 <b>LIABILITIES AND NET ASSETS</b>			
<u>Current Liabilities:</u>			
Accounts Payable	\$ 44,592	\$ 54,945	\$ (10,353)
Construction Loan 2015	-	79,415	(79,415)
Employment costs	85,989	146,648	(60,659)
Accrued OPEB liability	209,825	165,464	44,362
Scholarships	10,961	13,271	(2,310)
Deferred Revenue	7,583	7,583	-
Total Current Liabilities	<u>358,950</u>	<u>467,325</u>	<u>(108,375)</u>
<u>Noncurrent Liabilities</u>			
Construction Loan to 2021	444,041	444,041	-
Net Pension Liability	959,515	959,515	-
Deferred Inflows of Resources	250,690	250,690	-
Total Noncurrent Liabilities	<u>1,654,246</u>	<u>1,654,246</u>	<u>-</u>
<u>Net Assets:</u>			
Unrestricted - prior	2,504,346	2,203,271	301,075
Unrestricted - current	98,548	301,075	(202,527)
Total Net Assets	<u>2,602,894</u>	<u>2,504,346</u>	<u>98,548</u>
Total Liabilities and Net Assets	<u>\$ 4,616,091</u>	<u>\$ 4,625,917</u>	<u>\$ (9,827)</u>

**Camarillo Health Care District  
Statements of Activities  
Comparison to Budget for the  
Three Months Ending September 30, 2016**

	Current Year		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Fav/(Unfav)</u>
<b>REVENUES</b>			
Tax revenue	\$ 618,000	\$ 618,000	\$ 0
Program and facilities revenue	104,071	119,498	(15,427)
Grants and agency funding	92,469	58,749	33,720
Community Support and sponsorship	3,851	1,475	2,376
Investment and interest income	2,719	1,000	1,719
Other income	4,777	9,209	(4,432)
Total Revenues	\$ 825,887	\$ 807,932	\$ 17,955
<b>EXPENSES</b>			
Personnel cost			
Wages and salaries	307,615	365,465	57,850
Payroll taxes	27,694	27,958	264
Benefits	68,632	93,949	25,317
OPEB	52,259	50,451	(1,808)
Retirement UAL	9,511	-	(9,511)
Total personnel cost	465,712	537,822	72,110
Other expenses			
Contractors and professional fees	83,451	94,699	11,248
Facilities and related	54,669	63,728	9,060
Depreciation	41,048	40,540	(508)
Program related expense	17,523	20,504	2,981
Advertising and promotion	17,515	23,321	5,807
Supplies and office expense	17,577	16,295	(1,281)
Board and staff	24,715	25,920	1,205
Community partnerships	-	-	-
Combined other expenses	5,129	6,768	1,639
Total other expenses	261,626	291,776	30,150
	-	-	-
Total expenses	727,338	829,599	102,260
Net position	\$ 98,548	\$ (21,667)	\$ 120,215



# Camarillo Health Care District

Financial Report  
For Three Months Ending  
*SEPTEMBER 30, 2016*

## Current Assets

<u>Statements of Net Assets</u>	SEPTEMBER 2016	JULY 2016	CHANGE
Cash & Checking Accounts	\$458,285	\$123,499	\$334,785
Investment Accounts	1,600,727	2,488,969	(888,242)
Accounts & Grants Receivables	661,656	101,673	559,983
<b>TOTAL CURRENT ASSETS</b>	<b>\$2,720,668</b>	<b>\$2,714,142</b>	<b>\$6,526</b>

## Non-Current & Total Assets

<u>Statements of Net Assets</u>	SEPTEMBER 2016	JULY 2016	CHANGE
Property, plant and equipment – net	\$1,606,166	\$1,637,840	\$(31,674)
IS equipment – net	24,364	27,145	(2,781)
Transportation vehicles – net	97,352	103,945	(6,593)
Prepaid Expenses	54,988	30,292	24,695
Deferred Outflows of Resources	112,553	112,553	0
<b>TOTAL ASSETS</b>	<b>\$4,616,091</b>	<b>\$4,625,917</b>	<b>\$(9,827)</b>

## Liabilities

<u>Statements of Net Assets</u>	SEPTEMBER 2016	JULY 2016	CHANGE
Accounts payable	\$44,592	\$54,945	\$(10,353)
Construction Loan 2016	0	79,415	(79,415)
Employment costs	85,989	146,648	(60,659)
Accrued OPEB liability	209,825	165,464	44,362
Scholarships	10,961	13,271	(2,310)
Deferred Revenue	7,583	7,583	0
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$358,950</b>	<b>\$467,325</b>	<b>\$(108,375)</b>

## Liabilities

<u>Statements of Net Assets</u>	SEPTEMBER 2016	JULY 2016	CHANGE
Construction Loan to 2021	\$444,041	\$444,041	0
Net Pension Liability	959,515	959,515	0
Deferred Inflows of Resources	250,690	\$250,690	0
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>\$1,654,246</b>	<b>\$1,654,246</b>	<b>0</b>

## Net Assets & Total Liabilities

<u>Statements of Net Assets</u>	SEPTEMBER 2016	JULY 2016	CHANGE
Unrestricted – prior	\$2,504,346	\$2,203,271	\$301,075
Unrestricted – current	98,548	301,075	(202,527)
<b>TOTAL NET ASSETS</b>	<b>\$2,602,894</b>	<b>\$2,504,346</b>	<b>98,548</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$4,616,091</b>	<b>\$4,625,917</b>	<b>\$(9,827)</b>

## Revenues

<u>Statements of Activities</u>	SEPTEMBER 2016	BUDGET	VARIANCE Fav/(Unfav)
Tax revenue	\$618,000	\$618,000	0
Program and Facilities	104,071	119,498	(15,427)
Grants and agency funding	92,469	58,749	33,720
Donations and sponsorship	3,851	1,475	2,376
Investment and interest	2,719	1,000	1,719
Other income	4,777	9,209	(4,432)
<b>TOTAL REVENUES</b>	<b>\$825,887</b>	<b>\$807,932</b>	<b>\$17,955</b>

## Expenditures

(Page 1 of 2)

<u>Statements of Activities</u>	SEPTEMBER 2016	BUDGET	VARIANCE Fav/(Unfav)
Wages and salaries	\$307,615	\$365,465	\$57,850
Payroll taxes	27,694	27,958	264
Benefits	68,632	93,949	25,317
OPEB & Retirement UAL	61,770	50,451	(11,319)
Contractors and Professional fees	83,451	94,699	11,248
Facilities and related	54,669	63,728	9,060
Depreciation	41,048	40,540	(508)
Program related expense	17,523	20,504	2,981

# Expenditures

(Page 2 of 2)

<u>Statements of Activities</u>	SEPTEMBER 2016	BUDGET	VARIANCE Fav/(Unfav)
Advertising and promotion	17,515	23,321	5,807
Supplies and office expense	17,577	16,295	(1,281)
Board and staff	24,715	25,920	1,205
Community partnerships	0	0	0
Combined other expenses	5,129	6,768	1,639
Change in Accounting	0		
<b>TOTAL EXPENDITURES</b>	<b>\$727,338</b>	<b>\$829,599</b>	<b>\$102,260</b>

## Recap of Activities:

*Three Months Ended*

<u>Statements of Activities</u>	SEPTEMBER 2016	BUDGET	VARIANCE Fav/(Unfav)
Total Revenue	\$825,887	\$807,932	\$17,955
Total Expenditures	\$727,338	\$829,599	\$102,260
<b>NET POSITION</b>	<b>\$98,548</b>	<b>\$(21,667)</b>	<b>\$120,215</b>



**SECTION 7**

**DISCUSSION/ACTION ITEMS**

**SECTION 7-B**

**THE CAMARILLO CITY COUNCIL IN THE CAPACITY OF SUCCESSOR AGENCY TO THE CAMARILLO COMMUNITY DEVELOPMENT COMMISSION IS REQUESTING SUBORDINATION IN CONNECTION WITH THE CAMARILLO CORRIDOR PROJECT AREA TO THE SUCCESSOR AGENCY'S PAYMENT OBLIGATIONS TO THE 2016 BONDS.**

**OCTOBER 25, 2016**



# City of Camarillo

Camarillo City Council in the Capacity of Successor Agency to the CDC

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

Finance Department  
(805) 388-5320  
FAX (805) 388-5318

September 19, 2016

Via Email & Certified Mail

Camarillo Health Care District  
3639 E. Las Posas Road, Suite 117  
CamarilloCA93010

Ms. Kara Ralston

kralston@camhealth.com

Re: Successor Agency to the Camarillo Community Development Commission Proposed Bond Issuance

Dear Ms. Kara Ralston:

I am writing to you on behalf of the Successor Agency to the Camarillo Development Community Commission (the "Successor Agency") pursuant to Section 34177.5(c) of the California Health and Safety Code (the "Code"). Over the years, the Camarillo Community Development Commission (the "Commission") issued a series of bonds secured by the tax increment revenues from the Camarillo Corridor Project Area (the "Project Area"). In September 2004, the Commission issued a series of refunding bonds (the "2004 Bonds") and, in November 2006, and again in December 2009, the Commission issued two additional series of parity bonds secured by the tax increment revenues from the Project Area (the "2006 Bonds" and the "2009 Bonds," respectively). In November 2006, the Commission also issued two series of bonds secured by the low and moderate income housing fund (the "2006 A and A-T Housing Bonds"). Pass through tax increment received by Camarillo Health Care District are subordinated to all of the above-referenced bonds.

As you are aware, the Successor Agency may, with a taxing entity's approval, subordinate amounts (payable from tax increments of a redevelopment project area) required to be paid to such taxing entity pursuant to Section 34177.5(c) of the Code (the "Statutory Pass-through Payments") to bonds issued by the Successor Agency for the same project area. Statutory Pass-through Payments received by Camarillo Health Care District are subordinated to all of the above-referenced bonds. In 2014, the Successor Agency refunded the 2004 Bonds through the issuance of its \$15,915,000 Successor Agency to the Camarillo Community Development Commission Tax Allocation Refunding Bonds, Series 2014 (Camarillo Corridor Project) ("2014 Bonds") and such Statutory Pass-through Payments were also subordinated to the 2014 Bonds.

At this time for the purpose of lowering the interest cost on the remaining Commission bonds and increasing residuals to the taxing agencies, the Successor Agency is expecting to issue three new series of bonds (the "Series 2016 Bonds"): (a) two series for the purpose of refunding the 2006 A and A-T Housing Bonds under a single indenture (collectively, the "Series 2016 A and A-T Bonds") to be secured by a senior lien pledge of the funds in the Redevelopment Property Tax Trust Fund ("RPTTF"); and (b) one series for the purpose of refunding the Series 2006 Bonds and the 2009 Bonds under a first supplemental indenture (the "Series 2016 B Bonds") to be secured by a pledge on the funds in the RPTTF on a subordination basis only to the Series 2016 A and A-T Bonds and on parity with the 2014 Bonds (the 2014 Bonds, the Series 2016 A and A-T Bonds and the Series 2016 B Bonds are collectively referred to herein as the "Bonds").

The Successor Agency requests that Camarillo Health Care District agree to the subordination of Statutory Pass-through Payments required to be made to Camarillo Health Care District in connection with the Project Area to the Successor Agency's payment obligations to the 2016 Bonds.

The Successor Agency is planning to issue the 2016 Bonds in December 2016 following receipt of approval from the State of California Department of Finance. Enclosed for your review is a preliminary tax increment revenue projection summary prepared by Rosenow Spevacek Group, Inc. (the "Fiscal Consultant"), along with such firm's cover letter. The Fiscal Consultant's report show that the Successor Agency can reasonably expect to have sufficient funds available to pay both debt service on the Bonds or other indebtedness and all of the Statutory Pass-through Payments owed to the various affected taxing agencies for the Project Area, when due.

Please note that, in accordance with Section 34177.5(c)(3) of the Code, if Camarillo Health Care District does not respond to the requested subordination within forty-five (45) days following receipt of this letter, the subordination will be automatically deemed approved by Camarillo Health Care District and such approval shall be final and conclusive. Furthermore, to disapprove this subordination, Camarillo Health Care District must find that, based on substantial evidence, the Successor Agency will not be able to pay the debt service on the Bonds and the Statutory Pass-through Payments required to be paid to Camarillo Health Care District.

**For the benefit of the Successor Agency's records, please complete the attached Acknowledgement and return it to me no later than forty-five (45) days from the date of receipt of this letter but in no event later than November 4, 2016. The Successor Agency also**

**requests that the governing board of Camarillo Health Care District take official action, by resolution or motion, to formally approve the subordination.**

Thank you in advance for your cooperation in this matter. If you have any questions regarding the above, please do not hesitate to contact me.

Best regards,

A handwritten signature in black ink, appearing to read 'Misty Cheng', written in a cursive style.

Misty Cheng  
Interim Treasurer

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**ACKNOWLEDGEMENT**

*(Successor Agency to the Camarillo Community Development Commission  
Camarillo Corridor Project Area)*

In response to the request by Successor Agency to the Camarillo Community Development Commission (the "Successor Agency") set forth in a letter dated September 20, 2016, from Misty Cheng, the Successor Agency's Interim Treasurer, to approve the Subordination Request, the Camarillo Health Care District hereby confirms its approval to the subordination of the Statutory Pass-through Payments to be paid to the Camarillo Health Care District in connection with the Camarillo Corridor Project Area to the Successor Agency's payment obligations for the 2016 Bonds.

The governing board of Camarillo Health Care District has taken formal action on \_\_\_\_\_, 2016, to acknowledge and approve this subordination. A copy of the related [resolution / minute] is enclosed.

All capitalized terms used but not defined in this Acknowledgement have the meaning ascribed to them in the Subordination Request.

IN WITNESS WHEREOF, the undersigned has caused this Acknowledgement to be signed by its authorized representative on this \_\_\_\_ day of \_\_\_\_\_, 2016.

Camarillo Health Care District

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



RSG

BETTER COMMUNITIES. BOLDER FUTURES

RSG, INC.  
309 WEST 4TH STREET  
SANTA ANA, CALIFORNIA  
92701-4502

T 714 541 4585  
F 714 541 1175  
E INFO@WEBRSG.COM  
WEBRSG.COM

Via E- Mail

September 8, 2016

Mr. Dave Norman  
Executive Director  
SUCCESSOR AGENCY TO THE CAMARILLO COMMUNITY DEVELOPMENT COMMISSION  
601 Carmen Drive  
Camarillo, CA 93010

**PROPOSED SENIOR LIEN TAX ALLOCATION REFUNDING BONDS, SERIES 2016 A AND A-T AND  
PARITY TAX ALLOCATION REFUNDING BONDS, SERIES 2016 B FOR THE CAMARILLO  
CORRIDOR REDEVELOPMENT PROJECT**

Dear Mr. Norman:

The Successor Agency to the Camarillo Community Development Commission ("Successor Agency") retained RSG, Inc. ("RSG") to prepare a Fiscal Consultant Report ("Report") for the Successor Agency's proposed Senior Lien Tax Allocation Refunding Bonds, Series 2016 A and A-T and Parity Tax Allocation Refunding Bonds, Series 2016 B ("2016 Bonds"). When the former Camarillo Community Development Commission ("Commission") adopted the Camarillo Corridor Redevelopment Project ("Project"), the Commission entered into cooperation agreements with various school districts that allow the Successor Agency to subordinate their statutory taxing agency payments to bond debt service payments. To accomplish this, the Successor Agency must provide evidence that it will be able to fund the bond debt service payments without impacting the statutory taxing agency payments. Furthermore, Health and Safety Code Section 34177.5(c) statutorily allows the Successor Agency to request subordination from additional taxing entities.

The attached table, "Tax Increment Projections and Subordinated Statutory Taxing Agency Payments" ("Projections"), is based upon the assumptions and tax increment revenue projections presented in the Report. The Projections provide evidence that sufficient tax increment revenue will be available to fund bond debt service and all statutory taxing agency payments, pursuant to Section 34177.5(c) of the Health and Safety Code. The Projections are based on Fiscal Year 2016-17 assessed valuation and conservative assumptions about future growth in assessed valuation.

Sincerely,

RSG, INC.

Tara E. Matthews  
Partner

FISCAL HEALTH  
ECONOMIC DEVELOPMENT  
REAL ESTATE, HOUSING  
AND HEALTHY COMMUNITIES

**Tax Increment Projections and Subordinated Statutory Taxing Agency Payments**  
 Camarillo Corridor Redevelopment Project

Fiscal Year	Secured Growth Rate	Secured Assessed Value	Unsecured Assessed Value	State Assessed Property Value	Total Assessed Valuation	Incremental Valuation	Estimated Gross Tax Increment	County Admin Fee	Net Tax Revenue for Taxing Agency Pmts., Debt Svc & ROPS	2006 Debt Service Payments <sup>2</sup>	2009 Debt Service Payments <sup>2</sup>	2014 Debt Service Payments	Revenue Available to Pay Taxing Agency Payments	Total Subordinated Statutory Taxing Agency Payments
							1%	1.5%						
<b>Baseyear</b>					<b>\$472,066,316</b>									
21 2016-17	Actual	\$1,103,278,495	\$133,942,571	\$292,452	\$1,237,513,518	\$765,447,202	\$7,654,472	\$114,817	<b>\$7,539,655</b>	\$1,510,010	\$1,182,613	\$1,196,925	\$3,650,108	\$2,048,929
22 2017-18	1.75%	1,122,585,869	133,942,571	292,452	1,256,820,892	784,754,576	7,847,546	117,713	<b>7,729,833</b>	1,511,587	1,177,863	1,199,325	3,841,059	2,118,648
23 2018-19	1.75%	1,142,231,121	133,942,571	292,452	1,276,466,144	804,399,828	8,043,998	120,660	<b>7,923,338</b>	1,512,659	1,177,488	1,195,925	4,037,267	2,189,587
24 2019-20	2.00%	1,165,075,744	133,942,571	292,452	1,299,310,767	827,244,451	8,272,445	124,087	<b>8,148,358</b>	1,503,897	1,180,819	1,197,175	4,266,467	2,272,079
25 2020-21	2.00%	1,188,377,259	133,942,571	292,452	1,322,612,282	850,545,966	8,505,460	127,582	<b>8,377,878</b>	1,509,159	1,177,400	1,197,175	4,494,144	2,356,221
26 2021-22	2.00%	1,212,144,804	133,942,571	292,452	1,346,379,827	874,313,511	8,743,135	131,147	<b>8,611,988</b>	1,508,193	1,178,525	1,195,925	4,729,345	2,442,045
27 2022-23	2.00%	1,236,387,700	133,942,571	292,452	1,370,622,723	898,556,407	8,985,564	134,783	<b>8,850,781</b>	1,506,196	1,178,550	1,198,425	4,967,610	2,529,586
28 2023-24	2.00%	1,261,115,454	133,942,571	292,452	1,395,350,477	923,284,161	9,232,842	138,493	<b>9,094,349</b>	1,512,802	1,177,063	1,194,425	5,210,060	2,618,878
29 2024-25	2.00%	1,286,337,763	133,942,571	292,452	1,420,572,786	948,506,470	9,485,065	142,276	<b>9,342,789</b>	1,503,152	1,175,013	1,199,175	5,465,449	2,709,956
30 2025-26	2.00%	1,312,064,518	133,942,571	292,452	1,446,299,541	974,233,225	9,742,332	146,135	<b>9,596,197</b>	1,502,461	1,176,781	1,197,175	5,719,780	2,802,855
31 2026-27	2.00%	1,338,305,809	133,942,571	292,452	1,472,540,832	1,000,474,516	10,004,745	150,071	<b>9,854,674</b>	1,505,201	1,176,938	1,198,675	5,973,861	2,897,613
32 2027-28	2.00%	1,365,071,925	133,942,571	292,452	1,499,306,948	1,027,240,632	10,272,406	154,086	<b>10,118,320</b>	1,506,079	1,175,150	1,193,425	6,243,666	3,023,681
33 2028-29	2.00%	1,392,373,363	133,942,571	292,452	1,526,608,386	1,054,542,070	10,545,421	158,181	<b>10,387,239</b>	1,505,244	1,171,356	1,196,675	6,513,964	3,152,271
34 2029-30	2.00%	1,420,220,831	133,942,571	292,452	1,554,455,854	1,082,389,538	10,823,895	162,358	<b>10,661,537</b>	1,502,861	1,170,700	1,194,550	6,793,426	3,283,432
35 2030-31	2.00%	1,448,625,247	133,942,571	292,452	1,582,860,270	1,110,793,954	11,107,940	166,619	<b>10,941,320</b>	1,498,896	1,167,619	1,199,550	7,075,256	3,417,217
36 2031-32	2.00%	1,477,597,752	133,942,571	292,452	1,611,832,775	1,139,766,459	11,397,665	170,965	<b>11,226,700</b>	1,498,197	1,166,928	1,197,300	7,364,275	3,553,678
37 2032-33	2.00%	1,507,149,707	133,942,571	292,452	1,641,384,730	1,169,318,414	11,693,184	175,398	<b>11,517,786</b>	1,500,544	1,169,034	1,198,050	7,650,158	3,692,867
38 2033-34	2.00%	1,537,292,701	133,942,571	292,452	1,671,527,724	1,199,461,408	11,994,614	179,919	<b>11,814,695</b>	1,500,829	1,168,350	1,196,550	7,948,966	3,834,841
39 2034-35	2.00%	1,568,038,555	133,942,571	292,452	1,702,273,578	1,230,207,262	12,302,073	184,531	<b>12,117,542</b>	1,490,821	1,164,850	1,195,363	8,266,508	3,979,654
40 2035-36	2.00%	1,599,399,326	133,942,571	292,452	1,733,634,349	1,261,568,033	12,615,680	189,235	<b>12,426,445</b>	1,506,599	1,163,800	1,196,550	8,559,496	4,127,363
41 2036-37	2.00%	1,631,387,313	133,942,571	292,452	1,765,622,336	1,293,556,020	12,935,560	194,033	<b>12,741,527</b>	1,496,750	1,160,050	1,199,850	8,884,877	4,278,027
42 2037-38	2.00%	1,664,015,059	133,942,571	292,452	1,798,250,082	1,326,183,766	13,261,838	198,928	<b>13,062,910</b>	2,809,818	1,163,300	0	9,089,793	4,431,703
43 2038-39	2.00%	1,697,295,360	133,942,571	292,452	1,831,530,383	1,359,464,067	13,594,641	203,920	<b>13,390,721</b>	2,813,995	1,158,400	0	9,418,326	4,588,453
44 2039-40	2.00%	1,731,241,268	133,942,571	292,452	1,865,476,291	1,393,409,975	13,934,100	209,011	<b>13,725,088</b>	2,813,218	1,155,350	0	9,756,521	4,748,339
45 2040-41	2.00%	1,765,866,093	133,942,571	292,452	1,900,101,116	1,428,034,800	14,280,348	214,205	<b>14,066,143</b>	2,802,600	1,153,850	0	10,109,693	4,911,422
46 2041-42	2.00%	1,801,183,415	133,942,571	292,452	1,935,418,438	1,463,352,122	14,633,521	219,503	<b>14,414,018</b>	2,157,475	1,153,600	0	11,102,943	5,077,766
47 2042-43	2.00%	1,837,207,083	133,942,571	292,452	1,971,442,106	1,499,375,790	14,993,758	224,906	<b>14,768,852</b>	0	0	0	14,768,852	5,247,438
					<b>\$42,436,215,155</b>	<b>\$29,690,424,623</b>	<b>\$296,904,246</b>	<b>\$4,453,564</b>	<b>\$292,450,683</b>	<b>\$44,989,239</b>	<b>\$30,421,388</b>	<b>\$25,138,188</b>	<b>\$191,901,869</b>	<b>\$92,334,549</b>

<sup>1</sup> Under Assembly Bill x1 26 and Assembly Bill 1484 (together with Senate Bill 107, the "Dissolution Act"), the requirement for redevelopment agencies to set aside 20% of their annual tax increment revenue for affordable housing was abolished. Accordingly, 100% of the property tax revenue generated by the Project now goes into the Successor Agency's Redevelopment Property Tax Trust Fund (RPTTF), thereby increasing the revenue available to cover debt service payments.

<sup>2</sup> The 2016 refinancing will refund all of the Series 2006 and 2009 Tax Allocation Bonds and Series 2006 Tax Allocation Housing Bonds, and the debt service payments will be less than what is reflected in this table. The original debt service payment amounts for these bonds has been included to illustrate the most conservative approach.

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## **SECTION 7**

### **DISCUSSION/ACTION ITEMS**

#### **SECTION 7-C**

**IT IS THE INTENT OF THE CAMARILLO HEALTH CARE DISTRICT'S BOARD OF DIRECTORS TO MAINTAIN A POLICY MANUAL. THE FOLLOWING POLICIES, HAVING BEEN REVIEWED BY THE EXECUTIVE COMMITTEE ARE SUBMITTED FOR APPROVAL AND INCLUSION IN THE POLICY MANUAL.**

- Policy 1080 Board Committees
- Policy 1086 Code of Ethics
- Policy 1090 Copying Public Documents
- Policy 2000 CEO Annual Review and Compensation

**OCTOBER 25, 2016**

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# Camarillo Health Care District

## POLICY MANUAL

**POLICY TITLE:** Committees of the Board of Directors  
**POLICY NUMBER:** 1080

**1080.1 General Provisions** – Standing Committees of the Board shall be as specified in Article VI, Section 2, of the District Bylaws; Ad Hoc Committees shall be as specified in Article VI, Section 3 of the District Bylaws. Appointment of committee members shall be the responsibility of the President of the Board, with the concurrence of the Board.

**1080.2** Appointment of non-board members to committees shall be permitted at the discretion of the Board. All non-board members appointed to committees shall serve thereon without voting rights, unless otherwise provided herein. Non-Board committee members may serve a term not to exceed one (1) year, but may be reappointed at the discretion of the Board.

**1080.3** Committee activity shall only be advisory to the Board. No committee of the Board shall have the power or authority to commit the Board or the District in any manner. Committee members shall serve until replaced.

**1080.4** Notwithstanding any other provisions herein, if a committee member is absent from three (3) consecutive meetings of the committee, except when prevented by sickness or when absent from the state with the permission required by law, the President may declare that a vacancy exists on the committee.

**1080.5** Each committee meeting shall have an agenda and shall submit minutes of its meetings to the Board. The President may appoint a chairperson to each committee. All committees shall meet at the call of their chairperson or the Chief Executive Officer, and shall comply with all applicable provisions of the Ralph M. Brown Act.

**1080.6 Standing Committees of the Board** - Standing Committees of the Board shall be appointed, as set forth below, and such committees shall continue in existence until discharged by specific action by the Board of Directors. Standing Committees shall meet on an “as needed basis”, and may be called by the Committee Chairperson, or Chief Executive Officer. The Board President shall appoint and publicly announce the members of the Standing Committees for the ensuing year no later than at the Board’s regular meeting each January.

**1080.6.1 Executive Committee:** shall consist of the following two (2) members of the Board of Directors: President, Vice President, or their designee. The function of this committee is to review policies and procedures, serve as the personnel committee, participate in agenda building, and make recommendations to the full Board of Directors.

**1080.6.2 Finance/Investment Committee:** shall consist of two (2) members of the Board of Directors; may also include up to (2) non-board members at the discretion and

appointment of the full Board. Non-Board committee members may serve a one (1) year term, but may be reappointed at the discretion of the Board.

The function of this committee is to review the financial operations and policies of the District in an effort to maintain financial stability for the Camarillo Health Care District. The committee shall review policy changes suggested by the Chief Executive Officer, who will develop with staff any deletions, amendments and/or changes in financial practices. The committee reviews and determines a course of action regarding investment decisions per the District's Investment Policy.

**1080.7 Ad Hoc Committees of the Board** - The President, with the concurrence of the Board, may appoint Ad Hoc committees for the investigation, study and review of specific matters for reports and recommendations to the Board. Ad Hoc Committees stand discharged upon completion of the assigned task.

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## COMMITTEES

### SECTION 1. GENERAL PROVISIONS

Committees of the Board shall be as specified in Article VI, Section 2. Appointment of committee members shall be the responsibility of the President with the concurrence of the Board. Appointment of non-board members to committees shall be permitted at the discretion of the Board.

All non-board members appointed to committees shall serve thereon without voting rights unless otherwise provided herein. Committee activity shall only be advisory to the Board. No committee of the Board shall have the power or authority to commit the Board or the District in any manner. Committee members shall serve until replaced.

Notwithstanding any other provisions herein, if a committee member is absent from three (3) consecutive meetings of the committee, the President may declare that a vacancy exists on the committee. Each committee meeting shall have an agenda and shall submit minutes of its meetings to the Board. The President may appoint a chairperson to each committee. All committees shall meet at the call of their chairperson or the Chief Executive Officer, and shall comply with all applicable provisions of the Ralph M. Brown Act.

### SECTION 2. STANDING COMMITTEES OF THE BOARD

Standing Committees of the Board shall be appointed, as set forth below, and such committees shall continue in existence until discharged by specific action by the Board of Directors. Standing Committees shall meet on an as needed basis and may be called

by the Committee Chairperson, Chief Executive Officer, or a majority of the Committee. The Board President shall appoint and publicly announce the members of the Standing Committees for the ensuing year; this shall be done no later than at the Board's regular meeting in January.

- (a) Executive Committee, shall consist of the following two (2) members of the Board of Directors: the President, Vice President, or their designee.

The function of this committee is to review policies and procedures, serve as the personnel committee, and make recommendations to the Board of Directors.

- (b) Finance/Investment Committee, shall consist of two (2) members of the Board of Directors.

The function of this committee is to review the financial operations and policies of the District in an effort to maintain financial stability for the Camarillo Health Care District. The committee shall review any policy changes suggested by the Chief Executive Officer, who will develop with staff any deletions, amendments and/or changes in financial practices. The committee reviews and determines a course of action regarding investment decisions (per the District's Investment Policy).

### SECTION 3. AD HOC COMMITTEES OF THE BOARD

The President, with the concurrence of the Board, may appoint Ad Hoc committees for the investigation, study and review of specific matters for reports and recommendations to the Board. Ad Hoc committees stand discharged upon completion of the assigned task.

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# Camarillo Health Care District

## POLICY MANUAL

**POLICY TITLE:** Ethics Training

**POLICY NUMBER:** 1086

**1086.1** All Directors and designated executive staff of the Camarillo Health Care District shall receive two hours of training in general ethics principals and ethics laws relevant to public service within one year of election or appointment to the Board of Directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

**1086.2** This policy shall also apply to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M Brown Open Meeting Act.

**1086.3** All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

**1086.4** Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

**1086.4.1** District staff shall maintain records indicating both the dates that Directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

**1086.5** District staff shall provide the Board of Directors with information on available training that meets the requirements of this policy at least once every year.

**1086.6** Ethics training may consist of either a qualified training course or a qualified set of self-study materials with tests, and may be taken at home, in person or on line.

**1086.7** Any Director of the Camarillo Health Care District who serves on the board of another agency/entity that also requires qualified ethics training, is only required to take the training once every two years.

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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

POLICY TITLE: Ethics Training  
POLICY NUMBER: 4095

**4095** All directors and designated executive staff of [District] shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

**4095.1** This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

**4095.2** All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

**4095.3** Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

**4095.3.1** District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

**4095.4** District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

**4095.5** Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

**4095.6** Any director of [District] that serves on the board of another agency is only required to take the training once every two years.



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# **Camarillo Health Care District**

## **POLICY MANUAL**

**POLICY TITLE:** Copying Public Documents  
**POLICY NUMBER:** 1090

**1090.1** Individuals requesting copies of public documents shall be charged a reasonable fee based upon cost to produce the copy to defray expenses associated with the copying process.

**1090.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) will be copied in advance of each meeting and made available to the public in attendance at no charge.

**1090.3** Copies Requested Pursuant to the Political Reform Act of 1974

**1090.3.1** Notwithstanding the other provisions of the District's Public Records Policy, public records requested pursuant to the Political Reform Act of 1974 (Government Code §81000 et seq.), shall be open for public inspection and reproduction during 8:30 a.m. to 4:30 p.m., Monday through Friday, and not later than the second business day following the day on which such document was received from a public officeholder or other person subject to the Political Reform Act.

**1090.3.2** No conditions whatsoever shall be placed on those persons desiring to inspect or reproduce reports or statements filed pursuant to the Political Reform Act, nor shall any information or identification be required from such persons.

**1090.3.3** Copies shall be provided at a cost of ten cents (\$0.10) per page, and the District may charge a retrieval fee not to exceed five dollars (\$5) per request for copies of reports and statements which are five (5) or more years old. A request for more than one (1) report or statement at the same time will be considered as a single request.

**1090.4** District Copy Cost Schedule

**1090.4.1** There is no cost to inspect public records. A request for a copy of an identifiable written public record or information produced therefrom, or a certified copy of each record, shall be accompanied by payment of a fee in the amount of ten cents (\$0.10) per page.

**1090.4.2** If the requested writing is a tape, photograph, computer file or other writing requiring special equipment and/or time to copy, an estimate of the actual cost of duplicating the requested material will be obtained by the District from any available source. The applicant will deposit the amount of the estimate with the District prior to copying the requested writing.

**1090.4.3** Cost of mailing (first class) will also be charged unless the applicant makes arrangements to pick the material up from the District office during 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holiday and/or other governmental closures.

**1090.4.4** If a request for copies of public records is likely to require more than 100 pages of copies, in the good faith estimate of District staff, a deposit of \$10.00 toward the copying charge shall be obtained from the person making the request before copies are made.

**1090.4.5** The District will require payment in advance for the cost of producing a copy of the record in an electronic format, unless the electronic records require data compilation, or programming extraction. In this case, the person requesting the information shall bear the cost of programming and computer services to produce the record when the District is requested to produce a copy of an electronic record that is produced only at otherwise regularly scheduled intervals, or that request requires data compilation extraction, or programming to produce. Where the State of California has established a fee for any given record, the statutory fee shall be charged.

**1090.4.6** The District cannot immediately provide copies of a large or voluminous number of records.

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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

POLICY TITLE: Copying Public Documents  
POLICY NUMBER: 1050

**1050.1** Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy (\$.\_\_\_ per sheet) to defray expenses associated with the copying process.

**1050.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged \$.\_\_\_ per sheet. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

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# Camarillo Health Care District

## POLICY MANUAL

**POLICY TITLE:** Public Records Requests, CPRA CA Code 6250 et seq  
**POLICY NUMBER:** 1100

**1100.1** - The purpose of this policy is to establish a procedure, in accordance with applicable law, for responding to requests for records and information through the California Public Records Act (CPRA), CA Code §6250 et seq. Nothing herein expands upon or limits the law pertaining to a public records request as set forth in Government Code §6250 et seq., or any other state or federal law that may apply to the District.

The term “public records” includes any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by the District regardless of physical form or characteristics.

The term “writing” means handwriting, typewriting, printing, photostating, photographing, photocopying, electronic mail, facsimile, and every other means or recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punch cards, discs, drums, and other documents.

**1100.2** - A requestor should specify the records desired, or if not known, the particular types or class of records, or should sufficiently describe records so that identification, location and retrieval of the records can be achieved. District staff may assist in identifying records responsive to requests (Government Code §6253.1).

**1100.3** - The following procedure shall be used by the District upon receipt of request for information under the CPRA CA Government Code §6250 et seq.

- The request shall be in writing setting forth, as specifically as possible, with the assistance of District staff if needed, the information sought, and the name, address and telephone number of the person seeking the information. Verbal requests are acceptable. Every effort will be made by staff to understand the nature and substance of the request.
- Any person may obtain a copy of any identifiable public record unless exempt from public disclosure. Upon request, an exact copy shall be provided unless impracticable to do so.
- The request shall be filed with the District Clerk to the Board (CTB), who will forward a copy of all requests to the Chief Executive. Upon review, the Chief Executive (or designee) may refer requests to the office of District Counsel.
- The District shall determine ability to comply within ten (10) working days after receipt of the request. If desired, District Counsel may be requested to review the request within the initial ten (10) day period to determine whether the requested information is not otherwise privileged by applicable law, and/or may be released pursuant to Government Code §6250 et seq.

- Once such determination is made, the requestor shall be notified of such. If the determination is other than supplying the information, the reason for such determination will be included in the notification.
- In unusual circumstances, as described in Government Code §6253.C 1-4, the time limit described above may be extended for no more than ten working days. In such cases, the District shall provide notice to the person making the request, setting forth the reasons for the extension, of no more than 14 days.
- The District, and/or District Counsel, shall review the gathered requested records prior to dissemination, to determine whether there is anything contained therein which should not be released pursuant to Government Code §6254 et seq. Except for the records which are exempt from disclosure by law, the District shall make requested records available.

**1100.4 - In accordance with Government Code §6254, the following records will not be disclosed.**

**A. Preliminary drafts, notes or interagency or interdistrict memoranda which are not retained by the District in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure.**

**B. Records pertaining to pending litigation to which the District is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been fully adjudicated or otherwise settled.**

**C. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.**

**D. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.**

**E. The contents of Real Estate appraisals or engineering of feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained.**

**1100.5 - Should any request for public records contain exempt information including, but not limited to that listed under Government Code §6253.5 and §6254, any reasonable segregated portion of such record shall be provided to any person requesting such record after deletion of the portions which are exempt from disclosure by law.**

**1100.6 - Requested records may be inspected during 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays or other District closures. The inspection of Public Records is subject to a rule of reason as to time and duration, and must be consistent with the efficient functioning of the District office. Records cannot be removed from the premises under any circumstances. However, after inspection, copies may be requested of a portion of the inspected record, which the District shall provide as soon as practicable, and upon payment of associated costs.**

**1100.7 - The district will provide a suitable area in which public records may be examined. Public records may not be destroyed, mutilated, defaced, or altered in any way. District personnel will be present at all times during inspection of records.**

**1100.8** - The District shall keep an accounting of the time spent in gathering, duplicating and making the requested information available, as well as the number of pages duplicated. The person requesting the public record shall pay a statutory fee if applicable, or if no such fee is applicable, the fee as established by the District plus any actual costs charged to the District by a third party for the retrieval and return of records held by that third party, or the hourly fee relevant to the employee used to achieve the stated purpose.

**1100.9** - The public records policy of the District shall at all times be subject to the California Public Records Act, as it may be amended from time to time, and if there is any conflict between that Act and this policy, the Act shall prevail.

**1100.10** -The District shall keep a file of all public records requests, written responses and of records provided, for the period of five years.

#### Copies Requested Pursuant to the Political Reform Act of 1974

- A. Notwithstanding the other provisions of the District's Public Records Policy, public records requested pursuant to the Political Reform Act of 1974 (Government Code §81000 et seq.), shall be open for public inspection and reproduction during 8:00 a.m. to 4:30 p.m., Monday through Friday, and not later than the second business day following the day on which such document was received from a public officeholder or other person subject to the Political Reform Act.
- B. No conditions whatsoever shall be placed on those persons desiring to inspect or reproduce reports or statements filed pursuant to the Political Reform Act, nor shall any information or identification be required from such persons.
- C. Copies shall be provided at a cost of ten cents (\$0.10) per page, and the filing officer of the District may charge a retrieval fee not to exceed five dollars (\$5) per request for copies of reports and statements which are five (5) or more years old. A request for more than one (1) report or statement or report and statement at the same time will be considered as a single request.

#### District Copy Cost Schedule

- A. There is no cost to inspect public records. A request for a copy of an identifiable written public record or information produced therefrom, or a certified copy of each record, shall be accompanied by payment of a fee in the amount of ten cents (\$0.10) per page.
- B. If the requested writing is a tape, photograph, computer file or other writing requiring special equipment and/or time to copy, an estimate of the actual cost of duplicating the requested material will be obtained by the District from any available source. The applicant will deposit the amount of the estimate with the District prior to copying the requested writing.
- C. Cost of mailing (first class) will also be charged unless the applicant makes arrangements to pick the material up from the District office during 8:00 a.m. to 4:30 p.m., Monday through Friday.
- D. If a request for copies of public records is likely to require more than 100 pages of copies, in the good faith estimate of District staff, a deposit of \$10 toward the copying charge shall be obtained from the person making the request before copies are made.

- E. The District will require payment in advance for the cost of producing a copy of the record in an electronic format, unless the electronic records require data compilation, or programming extraction. In this case, the person requesting the information shall bear the cost of programming and computer services to produce the record when the District is requested to produce a copy of an electronic record that is produced only at otherwise regularly scheduled intervals, or that request requires data compilation extraction, or programming to produce. Where the State of California has established a fee for any given record, the statutory fee shall be charged.
- F. The District cannot immediately provide copies of a large or voluminous number of records.

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# **Camarillo Health Care District**

## **POLICY MANUAL**

**POLICY TITLE: Chief Executive Officer Performance Evaluation**

**POLICY NUMBER: 2000**

**2000.1** This policy establishes the methodology and schedule for evaluating the performance of the Chief Executive Officer (CEO).

**2000.2** The CEO of the Camarillo Health Care District is retained and serves at the will of the Board of Directors and has general authority over operations, personnel matters and authority to administer the District. The Board of Directors shall review the performance of the CEO on an annual basis, using a process that allows Board Members to provide a collective evaluation to the CEO that provides for discussion and encourages feedback in the development of goals, objectives and requirements of the District.

**2000.3** Annually, the evaluation process will begin on a date that will support the process to accomplish a formal CEO evaluation by the end of the fiscal year. The Board of Directors will utilize a mutually acceptable evaluation methodology, and in some cases, may utilize an independent third party, or District Legal Counsel, to assist. The Board President has the lead responsibility for accomplishing the evaluation each year.

**2000.4** The Board should make every effort to meet as a group with the CEO to verbally discuss the components of the performance evaluation and receive feedback from the CEO relative to his/her assessment. The Board of Directors and the CEO should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

**2000.5** A copy of the written assessment will be provided to the CEO and a copy kept in the CEO's personnel file. The performance evaluation is confidential.

**2000.6** Any change in the CEO's contract and/or compensation shall be made at a Regular Board of Directors meeting in open session.

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**SECTION 7**

**DISCUSSION/ACTION ITEMS**

**SECTION 7-D  
REVIEW, DISCUSSION, AND RECOMMENDATION FOR  
APPROVAL/ DENIAL OF THE PROPOSED  
BOARD MEETING CALENDAR FOR 2017.**

**OCTOBER 25, 2016**

## Proposed 2017 Board Meeting Calendar

<b>Board Meetings</b>	<b>Executive Committee Meetings</b>
January 24, 2017 – 12:00 p.m.	January 17, 2017 – 12:00 p.m.
February 28, 2017 – 12:00 p.m.	February 21, 2017 – 12:00 p.m.
March 28, 2017 – 12:00 p.m.	March 21, 2017 – 12:00 p.m.
April 25, 2017 – 12:00 p.m.	April 18, 2017 – 12:00 p.m.
May 23, 2017 – 12:00 p.m.	May 16, 2017 – 12:00 p.m.
June 6, 2017 – 12:00 p.m. Budget Presentation	May 30, 2017 – 12:00 p.m. Budget Presentation
June 27, 2017 – 12:00 p.m. (If Needed)	June 20, 2017 – 12:00 p.m. (If Needed)
July 25, 2017 – 12:00 p.m.	July 18, 2017 – 12:00 p.m.
August, 2017 – Dark	August, 2017 – Dark
September 19, 2017 – 12:00 p.m. (Early due to CSDA Conf.)	September 12, 2017 – 12:00 p.m. (Early due to CSDA Conf.)
October 24, 2017 – 12:00 p.m.	October 17, 2017 - 12:00 p.m.
November, 28 2017 – 12:00 p.m.	November 21, 2017 - 12:00 p.m.
December 5, 2017 – 8:30 a.m. (Board Work Study)	
	<b>Finance/Investment Committee Meetings</b>
	January 24, 2017 – 11:00 a.m.
	April 25, 2017 – 11:00 a.m.
	July 25, 2017 – 11:00 a.m.
	October 24, 2017 – 11:00 a.m.

**SECTION 8**

**PROGRAM AND STAFF REPORTS**

**SECTION 8  
CHIEF EXECUTIVE OFFICER REPORT**

**OCTOBER 25, 2016**

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**SECTION 9**

**BOARD REPORTS**

**OCTOBER 25, 2016**

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**SECTION 10**

**SECTION 10-A  
CLOSED SESSION**

**SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO GOVERNMENT  
CODE SECTION 54956.9(D)(2)– ONE CASE**

**OCTOBER 25, 2016**

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**SECTION 10**

**SECTION 10-B  
CLOSED SESSION  
CONFERENCE WITH LEGAL COUNSEL – EXISTING ITIGATION,  
GOVERNMENT CODE §54956.9(D)(1),  
CAMARILLO HEALTH CARE VS. ROZANSKI, VENTURA COUNTY SUPERIOR  
COURT CASE NO. 56-2016-11487601-CU-MC-VTA**

**OCTOBER 25,02016**

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**SECTION 10**

**SECTION 10-C  
CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION,  
GOVERNMENT CODE §54956.9(D)(1),  
FERGUSON VS. CAMARILLO HEALTH CARE, VENTURA COUNTY SUPERIOR  
COURT CASE NO. 56-2016-00478549-CU-BC-VTA.**

**OCTOBER 25, 2016**

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**SECTION 11**

**RECONVENE FROM CLOSED SESSION**

**OCTOBER 25, 2016**

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**SECTION 12**

**ANNOUNCEMENT OF CLOSED SESSION  
GOVERNMENT CODE 54957.1**

**OCTOBER 25, 2016**