

ADMINISTRATION & FINANCE COMMITTEE AGENDA



SOUTH COAST WATER DISTRICT
Meeting Location: Administration Building
31592 West Street
Laguna Beach, CA
Tuesday, November 17, 2009
2:00 p.m.

Each item on the agenda is for consideration by Committee and recommendation to the Board at a later Regularly Scheduled Board Meeting. Additional Information Regarding the Agenda is located on the final page hereof.

PLEDGE OF ALLEGIANCE

ROLL CALL OF MEMBERS

Ingrid McGuire, Committee Chair
Wayne Rayfield, Committee Member
Richard Dietmeier, Alternate Committee Member
Mike Dunbar, General Manager
Betty Burnett, Assistant General Manager
Carolyn Rynda, Director of Finance

PUBLIC COMMENT: All persons wishing to address the Committee on specific agenda items or matters of general interest should do so at this time by completing a "Request to Speak" form available at the door. The completed "Request to Speak" form is to be submitted to the secretary prior to an individual being heard by the Committee. **As determined by the Committee Chair, speakers may also be heard following the Staff Report on each item and remarks may be limited to three (3) minutes.** Matters of interest addressed by a member of the public and not listed on this agenda cannot have action taken by the Committee except as authorized by Government Code Section 54954.2(b).

1. Meeting Minutes

- a. A & F Committee Meeting – September 15, 2009

2. Schedule of Checks and Expenditures

- a. Expenditures for SCWD for the period of 9/1/09 through 9/30/09 and 10/1/09 through 10/31/09

General Funds and Restricted Funds

Recommended Action: That the Administration & Finance Committee recommend that the Board of Directors ratify all payments made for expenditures authorized by the approved South Coast Water District budget for FY 2009/10 as presented in the Schedule of Checks and Expenditures for the period of

September 1, 2009 through September 30, 2009 and October 1, 2009 through October 31, 2009.

- b. Expenditures for JRWSS for the period of 9/1/09 through 9/30/09 and 10/1/09 through 10/31/09

JRWSS Contracts Operations

Recommended Action: That the Administration & Finance Committee recommend that the Board of Directors ratify all payments made for expenditures authorized by the approved Joint Regional Water Supply System budget for FY 2009/10 as presented in the Schedule of Checks and Expenditures for the period of September 1, 2009 through September 30, 2009 and October 1, 2009 through October 31, 2009.

3. Quarterly Investment Report

[Staff Report](#) re: July 1 through September 30, 2009
Committee Questions
Public Comments
Committee Discussion

Recommended Action: That the Administration & Finance Committee recommend that the Board of Directors accept and file the attached Investment Report

4. Capital Project Budget Update

[Staff Report](#) re: 2009/2010 update
Committee Questions
Public Comments
Committee Discussion

Recommended Action: That the Administration & Finance Committee recommend that the Board of Directors accept and file the attached 2009/2010 Capital Project Budget Update.

5. South Coast Water District Quarterly Financial Statement

[Staff Report](#) re: Three months ending September 30, 2009
Committee Questions
Public Comments
Committee Discussion

Recommended Action: That the Administration & Finance Committee recommend that the Board of Directors accept and file the attached Financial Statement

6. Ticket and Pass Distribution Policy

[Staff Report](#) re: Resolution 5-09/10
Committee Questions
Public Comments
Committee Discussion

Recommended Action: That the Administration & Finance Committee recommend that the Board of Directors approve Resolution No. 5-09/10 entitled, "A Resolution of the Board of Directors of South Coast Water District Adopting a Policy Governing the Purchase, Receipt and Distribution of Certain Tickets and Passes in Accordance with Title 2 California Code of Regulations Section 18944.1 ("FPPC Regulation")."

FUTURE AGENDA ITEMS

MISCELLANEOUS ORAL REPORTS

The Committee Members, General Manager, and/or Consultants may present oral reports on miscellaneous matters of general interest to the Committee which are not set forth specifically on the agenda. These reports are for information only and no action is required or permissible by the Committee.

Chairperson Ingrid McGuire
Committee Member Wayne Rayfield
General Manager Mike Dunbar

Assistant General Manager Betty Burnett
Director of Finance Carolyn Rynda

STATUS REPORTS (verbal)**ADJOURNMENT****Additional Information Re: Agenda**

Agenda Posting: In Accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the District's Administrative offices not less than 72 hours prior to the meeting date and time above. All written materials relating to each agenda item are available for public inspection in the office of the Board Secretary.

Items Not Posted: In the event any matter not listed on this agenda is proposed to be submitted to the Committee for discussion and/or action, it will be done in compliance with Section 54954.2(b) as an emergency item or because there is a need to take immediate action, which need came to the attention of the Committee subsequent to the posting of the agenda, or as set forth on a supplemental agenda posted in the manner as above, not less than 72 hours prior to the meeting date.

Accommodations for the Disabled: The Board of Directors Meeting Room is wheelchair accessible. If you require any special disability related accommodations, please contact the South Coast Water District Secretary's office at (949) 499-4555 ext. 3150 at least seventy-two (72) hours prior to the scheduled meeting. Requests must specify the nature of the disability and the type of accommodation requested.

Written materials related to Committee Agenda. At the time of the posting of the agenda for regular and special Committee meetings, the entire agenda packet is available for public review at the District's Administrative Offices at 31592 West Street, Laguna Beach, California. Pursuant to Government Code Section 54957.5 any writing that is distributed to the Committee after the posting of a regular or special meeting agenda shall also be made immediately available to the public at the District's Administrative Offices. Written materials distributed by members of the public at a South Coast Water District Committee meeting shall be made available immediately following the meeting.