

ADMINISTRATION & FINANCE COMMITTEE AGENDA



SOUTH COAST WATER DISTRICT
Meeting Location: Administration Building
31592 West Street
Laguna Beach, CA
Tuesday, August 18, 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 – June 16, 2009

2. Schedule of Checks and Expenditures

- a. Expenditures for SCWD for the period of 6/1/09 through 6/30/09
- b. Expenditures for SCWD for the period of 7/1/09 through 7/31/09
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 2008/09 as

presented in the Schedule of Checks and Expenditures for the period of June 1, 2009 through June 30, 2009 and 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 July 1, 2009 through July 31, 2009.

July 1, 2009 through July 31, 2009.

c. Expenditures for JRWSS for the period of 6/1/09 through 6/30/09

d. Expenditures for JRWSS for the period of 7/1/09 through 7/31/09

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 2008/09 as presented in the Schedule of Checks and Expenditures for the period of June 1, 2009 through June 30, 2009 and 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 July 1, 2009 through July 31, 2009.

3. Employee Insurance Renewal (Medical, Dental, Vision, Disability and Life Coverage)

[Staff Report](#) re: Employee Insurance Renewal
 Questions of Staff
 Public Comments
 Board Discussion

Recommended Action: That the Administration & Finance Committee recommends:

- 1) The Board approve insurance providers, as follows:
 - Option 1a. ACWA (medical).
 - MetLife (basic life and AD&D, dental, short-term and long-term disability), and
 - Vision Services Plan (vision).

- 2) The Board require no employee contributions for 2009/2010 for the lowest cost plan choice within each quoting category (employee / employee & spouse / employee & children / employee & family) for the following ACWA Plans: Blue Cross HMO, Buyer Classic PPO (\$200/\$600 deductible; 100% hospitalization; medical services 80/20; out of pocket max. \$1000); PPO Advantage (\$50/\$1000 deductible; 80/20% hospitalization & other medical services; max. \$3000/6000).

4. Annual Investment Report

[Staff Report:](#) District's Investment Program
 Committee Questions
 Public Comments
 Committee Discussion

Recommended Action: That the Administration & Finance Committee recommend the Board of Directors accept the attached Investment Report and provide direction to Management regarding the District's Investment Program.

5. Annual Review and Adoption of District's Statement of Investment Policy

[Staff Report:](#) Resolution No. 2-09/10

Committee Questions

Public Comments

Committee Discussion

Recommended Action: That the Administration & Finance Committee recommend the Board of Directors approve Resolution No. 2-09/10 entitled “A Resolution of the Board of Directors of South Coast Water District Establishing the Investment Policy for District Funds for Fiscal Year 2009-2010 and Repealing Resolution No. 11-05/06.

6. District Underwriter Services

[Staff Report:](#) Selection of District Underwriter

Committee Questions

Public Comments

Committee Discussion

Recommended Action: That the Administration & Finance Committee recommend that the Board of Directors authorize the General Manager to hire the Bank of America/Merrill Lynch, De La Rosa & Company and Wedbush Morgan to provide underwriting services to the District for the proposed bond issuance.

7. District Investment Management Services

[Staff Report:](#) Agreement of Professional Services

Committee Questions

Public Comments

Committee Discussion

Recommended Action: That the Administration & Finance Committee recommend the Board of Directors authorize staff to execute an Agreement for Professional Services for fiscal years 2009/2010 and 2010/2011 related to the District’s Investment Program with Mr. Jay Lembach in the amount of \$30,000 per year.

8. Year End Financial Statements

[Staff Report:](#) Financial Statements for Year Ending June 30, 2009

Committee Questions

Public Comments

Committee Discussion

Recommended Action: Receive and File

9. 2008/2009 Capital Project Budget Update

[Staff Report:](#) Capital Project Review – June 30, 2009

Committee Questions

Public Comments

Committee Discussion

Recommended Action: Information Only Item

10. Conflict of Interest Code Review

[Staff Report:](#) Update the Conflict of Interest Code

Committee Questions

Public Comments

Committee Discussion

Recommended Action: That the Administration & Finance Committee recommend the Board of Directors approve Resolution No. 3-09/10 entitled, “A Resolution of the Board of Directors of South Coast Water District Adopting a

Conflict of Interest Code which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted.”

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.