AGENDA
IRVINE RANCH WATER DISTRICT
FINANCE AND PERSONNEL COMMITTEE MEETING
TUESDAY, MAY 2, 2017

CALL TO ORDER	11:30 a.m., Committee Room, Second Floor, District Office 15600 Sand Canyon Avenue, Irvine, California			
ATTENDANCE	Committee Chair: Peer Swan ____		Member: Douglas Reinhart ____	
ALSO PRESENT	Paul Cook	______	Cheryl Clary	______
	Rob Jacobson	______	Christopher Smithson	______
	Tanja Fournier	______	Eileen Lin	______
	Kevin Burton	______	Jennifer Davis	______
	Jenny Roney	______	Tony Mossbarger	______
	Paul Weghorst	______	Gretchen Ronin	______
	Allen Shinbashi	______	______________	______

COMMUNICATIONS

1. Notes: Clary
2. Public Comments
3. Determine the need to discuss and/or take action on item(s) introduced, which came to the attention of the District subsequent to the agenda being posted.
4. Determine which items may be approved without discussion.

INFORMATION

5. EMPLOYEE POPULATION AND TURNOVER STATUS REPORT – RAMOS / RONEY

   Recommendation: Receive and file.

6. PERFORMANCE RECOGNITION PROGRAM QUARTERLY UPDATE – BOWERS / RONEY

   Recommendation: Receive and file.

7. EXPENSES AND FEES OF BOARD MEMBERS AND GENERAL MANAGER PAID THROUGH THE THIRD QUARTER, FY 2016-17 – PULLES / CLARY

   Recommendation: Receive and file.

ACTION

8. <u>RETIREE HEALTH COSTS ASSISTANCE PROGRAM UPDATE – RONIN / RONEY</u>

Recommendation: That the Board authorize staff to modify the District's Retiree Health Costs Assistance Program benefits plan structure to provide benefits to IRWD retirees with three to nine years of service to meet the IRS discrimination testing requirements.

TREASURY SECTION

9. <u>MONTHLY INVESTMENT AND DEBT REVIEW – DAVIS / FOURNIER / JACOBSON / CLARY</u>

Recommendation: Receive and file.

10. <u>LETTER OF CREDIT EXTENSION FOR THE SERIES 2008-A REFUNDING BONDS AND EARLY REDEMPTION OF THE SERIES 1995 BONDS – DAVIS / FOURNIER / JACOBSON / CLARY</u>

Recommendation: That the Board authorize staff to extend the Sumitomo Mitsui Letter of Credit supporting the 2008-A Refunding Bonds for four years at 0.315% annually, and approve an early redemption of the outstanding Series 1995 Bonds on July 1, 2017.

11. <u>PROPOSED DEBT MANAGEMENT POLICY – FOURNIER / JACOBSON / CLARY</u>

Recommendation: That the Board approve the proposed Debt Management Policy.

12. <u>DISCUSSION ITEMS – ALL</u>

a. Updated investment activities/rates

13. Items for discussion at next meeting.

OTHER BUSINESS

14. Directors' Comments

15. Adjournment

Availability of agenda materials: Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the above-named Committee in connection with a matter subject to discussion or consideration at an open meeting of the Committee are available for public inspection in the District's office, 15600 Sand Canyon Avenue, Irvine, California ("District Office"). If such writings are distributed to members of the Committee less than 72 hours prior to the meeting, they will be available from the District Secretary of the District Office at the same time as they are distributed to Committee Members, except that if such writings are distributed one hour prior to, or during, the meeting, they will be available at the entrance of the meeting room at the District Office. The Irvine Ranch Water District Committee Room is wheelchair accessible. If you require any special disability-related accommodations (e.g., access to an amplified sound system, etc.), please contact the District Secretary at (949) 453-5300 during business hours at least seventy-two (72) hours prior to the scheduled meeting. This agenda can be obtained in an alternative format upon written request to the District Secretary at least seventy-two (72) hours prior to the scheduled meeting.

May 2, 2017
Prepared by: Marta Ramos
Submitted by: Jenny Roney
Approved by: Paul Cook

FINANCE AND PERSONNEL COMMITTEE

EMPLOYEE POPULATION AND TURNOVER STATUS REPORT

SUMMARY:

Staff has prepared various population and turnover reports for Committee review.

FISCAL IMPACTS:

None.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDATION:

Receive and file.

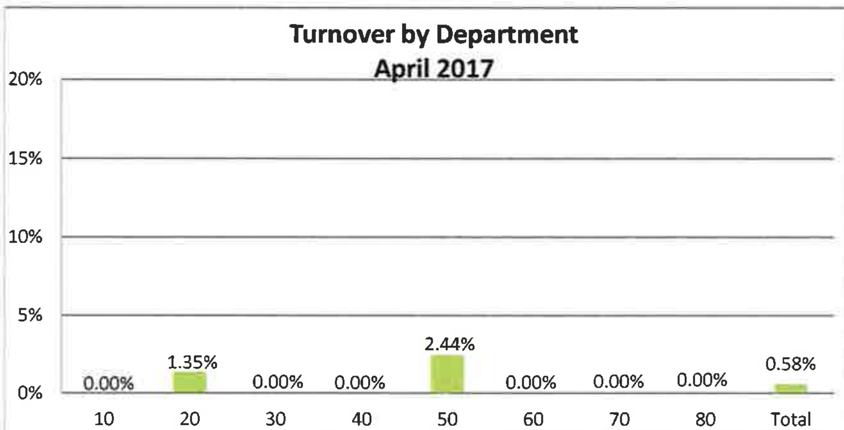
LIST OF EXHIBITS:

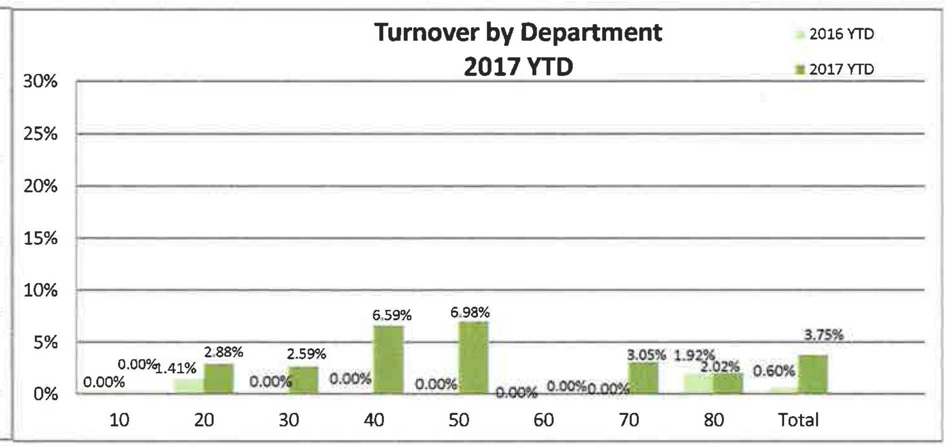
Exhibit "A" - Employee Population/Turnover Status Report

Exhibit "A"

IRVINE RANCH WATER DISTRICT
EMPLOYEE POPULATION STATUS REPORT
April 2017

	@04/01/17	Current Month Activity							@04/30/17		FY 16/17	Avg FYTD	Avg FYTD	Avg FYTD	Internal Turnover		External Turnover	
	Positions	New	Terms		Promo Trnsfr		Lateral Trnsfr		Positions	Positions	Budgeted	Filled Budget	Temp Emp	Total Filled	Current	2017	Current	2017
Dept No	Filled	Hires	Vol	Invol	In	Out	In	Out	Filled	Unfilled	Positions*	Positions	FTE	Positions	Period	YTD	Period	YTD
10P	15.0								15.0	0	15.0	13.7	0.8	14.5	0.00%	0.00%	0.00%	0.00%
20P	74.0	2	1						75.0	4	80.0	74.3	6.7	81.0	0.00%	0.00%	1.35%	2.68%
30P	41.0	1							42.0	0	42.0	39.9	4.7	44.6	0.00%	0.00%	0.00%	0.00%
40P	65.0								65.0	2	67.0	63.0	2.2	65.2	0.00%	0.00%	0.00%	1.54%
50P	41.0		1						40.0	8	48.0	41.0	2.6	43.6	0.00%	2.52%	2.44%	5.03%
60P	19.0								19.0	1	20.0	19.5	0.5	20.0	0.00%	0.00%	0.00%	0.00%
70P	34.0	1							35.0	1	36.0	32.0	7.3	39.3	0.00%	0.00%	0.00%	0.00%
80P	55.0	1							56.0	4	60.0	55.0	0.0	55.0	0.00%	1.78%	0.00%	0.00%
Totals	344	5	2	0	0	0	0	0	347.0	20	368.0	338.4	24.7	363.1	0.00%	0.30%	0.58%	1.49%
3/16	332	2	2	0	0	0	0	0	332	20	352.00	312.25	36.22	348.47	0.00%	0.32%	0.60%	1.29%



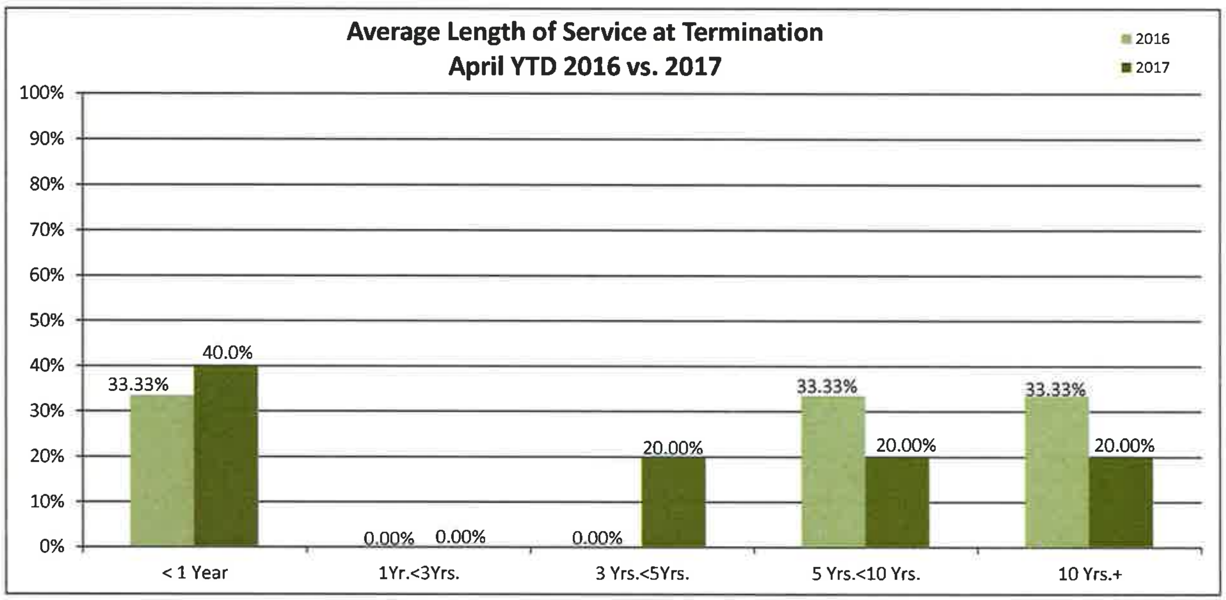


10P-GM, HR, Safety; 20P-Fin., Cust. Serv., IS, Purch.; 30P-Eng.; 40P-Water Ops; 50P-Recycling; 60P-Water Qualty; 70P-Water Res., Pol., Conserv. and Public Affairs; 80P-Maintenance Ops

IRVINE RANCH WATER DISTRICT
TURNOVER STATUS REPORT
April 2017

Dept.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD Turnover Longevity Ratio				
														< 1 Year	1Yr.<3Yrs.	3 Yrs.<5Yrs.	5 Yrs.<10 Yrs.	10 Yrs.+
10P																		
20P		1		1										1		1		
30P																		
40P		1												1				
50P				1													1	
60P																		
70P																		
80P	1																	1
2017 Data	1	2	0	2									5	2	0	1	1	1
2016 Data	1	3	1	3	1	3	1	3	2	2	3	3	26					
Percentage of Total Turnover														40.00%	0.00%	20.00%	20.00%	20.00%

2017 Average YTD Length of Service at Termination	6.52 Years
2016 Average YTD Length of Service at Termination	12.43 Years
2015 Average YTD Length of Service at Termination	12.27 Years
2014 Average YTD Length of Service at Termination	19.07 Years
2013 Average YTD Length of Service at Termination	17.24 Years



IRVINE RANCH WATER DISTRICT
EMPLOYEE POPULATION STATUS REPORT
April 2017

NEW HIRES

Hire	Dept	Employee Name	Position	Comments
04/10/17	20P	Mariaelena Teran	Purchasing Coordinator	
04/10/17	20P	Chau Nguyen	Purchasing Coordinator	
04/17/17	70P	Connie Ho	Sr. Public Affairs Specialist	
04/24/17	30P	Nang Mwe	Engineer	
04/24/17	80P	Corte Gaspar	Analyst	

TERMINATIONS

Termination Date	Dept	Employee Name	Position	Reason	Comments
04/06/17	50P			Vol.	Other employment
04/10/17	20P			Vol.	Other employment

RETIREMENTS

Effective Date	Departing Dept	Employee Name	Position	Reason	Comments

PROMOTIONS

Effective Date	Departing Dept	Employee Name	Departing Position	New Dept	New Position
04/17/17	20P	Rhett Kuseski	Network Administrator	20P	Sr. Network Administrator

TRANSFERS

Effective Date	Departing Dept	Employee Name	Departing Position	New Dept	New Position

CROSS TRAINING

Effective Date	Departing Dept	Employee Name	Departing Position	New Dept	New Position
01/28/16	50P	Rafael Vazquez	Operator I	40P	Operator I

IRVINE RANCH WATER DISTRICT
EMPLOYEE POPULATION STATUS REPORT
April 2017

UNFILLED POSITIONS			
Dept	**Position**	**Salary Grade**	**Comments**
20P	Mailroom Coordinator	6.N	
20P	Mailroom Coordinator	6.N	
20P	Customer Service Specialist III	21.N	
20P	Applications Analyst	U15.E	Candidate declined offer
40P	Metering Systems Technician II	22.N	Interviews conducted waiting on decision from dept.
40P	Water Maintenance Technician I (FS)	16.N	Recruiting
50P	Collection Systems Technician I	15.N	Recruiting
50P	Collection Systems Technician I	15.N	Recruiting
50P	Wetland Specialist	24.N	
50P	Operator II (MWRP)	27.N	
50P	Operator III (MWRP)	29.N	Re-posted
50P	Operator III (MWRP)	29.N	Re-posted
50P	Operator II (LAWRP)	27.N	
50P	Operator III (LAWRP)	27.N	Re-posted
60P	Scientist	28.N	Selected candidate will start 6-5
70P	Sr. Recycled Water Specialist	27.N	
80P	Executive Assistant	U26.N	
80P	Sr. Electrical Technician	30.N	
80P	Automation Specialist	32.N	
80P	Automation Programmer	13.E	Recruiting

IRVINE RANCH WATER DISTRICT
EMPLOYEE POPULATION STATUS REPORT
April 2017

LEAVE OF ABSENCE									
Type of Leave	**Original Status**	**Final Status**	**Dept. No.**	**Claim #**	**Date Leave Began**	**Anticipated Return Date**	**Current Length**	**Comments**	
WC	WC		40P	001401	10/14/2016	4/25/2017	6 Months		
FMLA/CFRA	SDI		40P	002137	1/14/2017	6/14/2017	4 Months		
FMLA/CFRA	SDI		70P	001562	2/8/2017	4/26/2017	2 Months		
WC FMLA/CFR	WC		40P	001601	3/8/2017	5/25/2017	7 Weeks		
WC/FMLA/CFR	WC		50P	000817	3/22/2017	4/18/2017	5 Weeks		
FMLA/CFRA	SDI		30P	001675	4/3/2017	5/17/2017	3 Weeks		
WC/FMLA/CFR	WC		50P	001336	4/12/2017	8/1/2017	2 Weeks		
FMLA/CFRA	SDI		20P	001600	4/12/2017	4/28/2017	2 Weeks		
FMLA/CFRA	SDI		60P	002041	4/12/2017	5/1/2017	2 Weeks		
Leave	**Original Status**	**Final Status**	**Dept. No.**	**Claim #**	**Date Leave Began**	**Anticipated Return Date**	**Expected Length**	**Actual Return Date**	**Comments**
FMLA	PFL	PFL	70P	002062	6/17/2016	7/5/2016	2 Weeks	07/05/16	Returned
FMLA	S/V	Sick/Vac.	80P	001896	7/5/2016	7/17/2019	2 Weeks	07/18/16	Returned
FMLA/CFRA	SDI	SDI	60P	001533	7/13/2016	7/27/2016	2 Weeks	07/28/16	Returned
FMLA /CFRA	PFL	PFL	70P	002062	7/23/2016	8/2/2016	1 Week	08/01/16	Returned
FMLA/CFRA	SDI	SDI	70P	001303	6/2/2016	8/15/2016	1 1/2 Weeks	08/15/16	Returned
FMLA/CFRA	SDI	SDI	80P	000857	7/19/2016	9/1/2016	6 Weeks	08/29/16	Returned
FMLA/CFRA	PFL	PFL	70P	001445	2/2/2016	2/2/2017	9/12/2016	09/13/16	Returned
FMLA/CFRA	SDI	SDI	70P	001461	8/25/2016	9/8/2016	1 Week	09/08/16	Returned
FMLA/CFRA	PFL	PFL	80P	001062	3/28/2016	9/30/2016	3 Weeks	09/10/16	Returned
FMLA/CFRA	SDI	SDI	80P	001572	9/18/2015	9/18/2016	2 Weeks	09/18/16	Returned
FMLA/CFRA	PFL	PFL	40P	002112	8/29/2016	10/10/2016	5 Weeks	10/03/16	Returned
FMLA/CFRA	PFL	PFL	40P	001606	9/16/2016	10/10/2016	2 Weeks	10/10/16	Returned
DL/FMLA/CFR	SDI	PFL	10P	002059	7/8/2016	10/26/2016	3 Months	10/26/16	Returned
FMLA/CFRA	SDI	SDI	20P	001503	10/10/2016	10/16/2016	1 Week	10/17/16	Returned
FMLA/CFRA	WC	WC/LTD	40P	001601	6/16/2016	10/24/2016	4 Months	10/24/16	Returned
FMLA/CFRA	SDI	SDI	50P	001332	10/11/2016	10/24/2016	2 Weeks	10/24/16	Returned
FMLA/CFRA	PFL	PFL	50P	002070	10/3/2016	10/31/2016	4 Weeks	10/31/16	Returned
FMLA/CFRA	PFL	PFL	50P	001123	7/18/2016	6/1/2017	4 Weeks	11/07/16	Returned
FMLA/CFRA	PFL	PFL	80P	002007	10/19/2016	11/8/2016	2 Weeks	11/07/16	Returned
DL/FMLA/CFR	SDI	PFL	20P	002000	7/11/2016	11/11/2016	3 Months	11/14/16	Returned
FMLA/CFRA	SDI	SDI	80P	001375	10/27/2016	12/27/2016	2 days	11/14/16	Returned
FMLA/CFRA	WC	WC	50P	001825	10/26/2016	12/8/2016	1 Week	12/01/16	Returned
DL/FMLA/CFR	SDI	SDI	10P	001971	8/16/2016	12/16/2016	3 Months	12/05/16	Returned
FMLA/CFRA	SDI	SDI	70P	002062	9/26/2016	12/5/2016	2 Month	12/05/16	Returned
FMLA/CFRA/W	WC	WC	40P	001232	11/9/2016	12/6/2016	3 Weeks	12/06/16	Returned
WC	WC	WC/LTD	50P	001341	4/30/2015	11/1/2016	19 Months	12/30/16	Retired
FMLA/CFRA	SDI	SDI	20P	001285	10/26/2016	12/8/2016	5 Weeks	12/19/16	Returned
FMLA/CFRA	SDI	SDI	50P	002029	12/4/2016	12/19/2016	4 Weeks	12/20/16	Returned
FMLA/CFRA	PFL	PFL	50P	002031	12/2/2016	12/26/2016	3 Weeks	12/26/16	Returned
FMLA/CFRA	PFL	PFL	10P	000870	12/8/2015	12/31/2016	2 Weeks	12/31/16	Returned
FMLA/CFRA	PFL	PFL	20P	002158	8/1/2016	12/31/2016	1.5 Weeks	12/31/16	Returned
FMLA/CFRA	PFL	PFL	40P	001762	10/28/2016	1/3/2017	9 Weeks	01/03/17	Returned
Extended LOA	SDI		80P	001149	6/27/2014	12/14/2016	30 Months	01/16/17	Resigned
FMLA/CFRA	PFL	PFL	80P	001776	12/28/2016	1/23/2017	3 Weeks	01/23/17	Returned
FMLA/CFRA	PFL	PFL	30P	001606	12/26/2016	1/24/2017	5 Weeks	01/24/17	Returned
DL/FMLA/CFR	SDI	SDI	70P	001886	10/7/2016	2/6/2017	12 Weeks	02/06/17	Returned
FMLA/CFRA	SDI	SDI	50P	001332	12/13/2016	2/6/2017	6 Weeks	02/06/17	Returned
FMLA/CFRA/W	WC	WC	20P	000578	11/28/2016	1/24/2017	2 Months	01/24/17	Returned
FMLA/CFRA	SDI	SDI	20P	001077	1/25/2017	2/9/2017	2 Weeks	02/09/17	Returned
FMLA/CFRA	PFL	PFL	20P	002048	1/3/2017	2/23/2017	2 Months	02/21/17	Returned
FMLA/CFRA	PFL	PFL	30P	001876	2/13/2017	2/22/2017	1 Week	02/22/17	Returned
FMLA/CFRA	SDI	SDI	70P	001224	2/15/2017	3/1/2017	2 Weeks	03/02/17	Returned
FMLA/CFRA	PFL	PFL	40P	001765	1/13/2017	3/20/2017	9 Weeks	03/20/17	Returned
FMLA/CFRA	PFL	PFL	50P	002031	2/21/2017	3/22/2017	1 Month	03/22/17	Returned
FMLA/CFRA	SDI	SDI	20P	000578	1/25/2017	4/5/2017	2 Months	04/05/17	Returned
WC/FMLA/CFR	WC	WC	40P	001232	3/15/2017	3/24/2017	1 Week	04/17/17	Returned
FMLA/CFRA	PFL	PFL	80P	001896	3/30/2017	4/17/2017	2 Weeks	04/17/17	Returned
FMLA/CFRA	SDI	SDI	10P	002136	3/24/2017	4/19/2017	5 Weeks	04/19/17	Returned

IRVINE RANCH WATER DISTRICT
EMPLOYEE POPULATION STATUS REPORT
March 2017

Month	Dept	Length of Employment	Termination Vol	Termination Invol	Comments
January	50P	19 Years, 3 Months	X		Other employment
February	40P	1 Year, 11 Months	X		Other employment
	20P	3 Years, 4 Months	X		Other employment
March					
April	50P	7 Years, 9 Months	X		Other employment
	20P	4 Months	X		Other employment
May					
June					
July					
August					
September					
October					
November					

IRVINE RANCH WATER DISTRICT
SUMMARY OF TEMPORARY AND CONTRACT EMPLOYEES
March 2017
ACTIVE EMPLOYEES

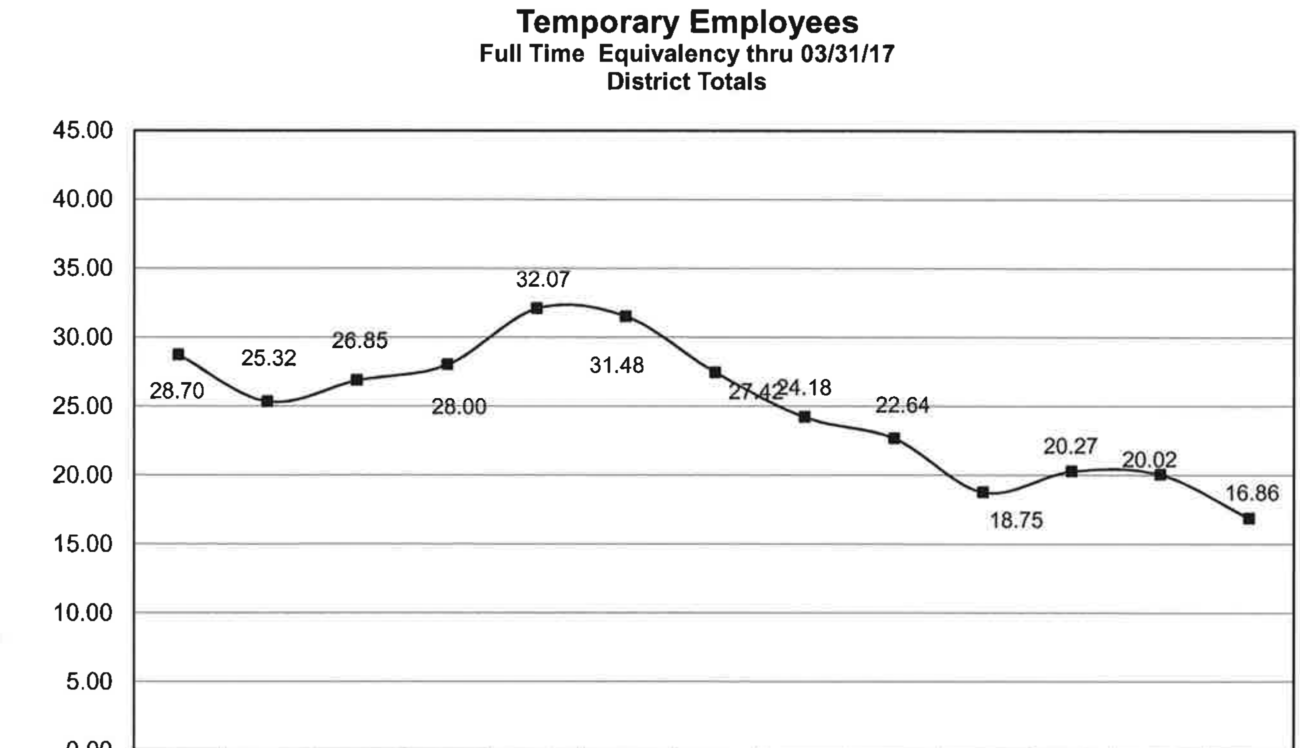
Current Month FTE	Avg FYTD Temp Emp FTE	Active PERS Y/N *	Agency	Dept	Employee Name	Hire Date	Term Date	Classification	Job Title	Hourly Rate	Est Hours per Month	Est Cost Per Month	Expected Duration (Months)	Actual Worked (Months)	Projected Cost FY' YTD	Actual Cost FY 'YTD
0.22	0.81	Yes		130	Yvonne Margo	1/29/2014	3/10/2017	Full Time	Office Specialist	21.00	168	3,528.00	8	7	24,696.00	27,321.00
0.22	**0.81**			**10P**												
0.64	0.48	No	X	210	Ruby Karimi	10/24/2016	3/17/2017	Full Time	Executive Assistant	36.96	168	6,209.28	2.25	3.25	20,180.16	28,263.50
0.72	0.83	Yes		220	Brandon Steinbeck	3/3/2014		Full Time	Customer Service Field Tech	20.84	168	3,501.12	12	7	24,507.84	27,592.16
0.94	0.96	Yes		220	Eden Munoz	5/11/2015		Full Time	Customer Service Field Tech	28.95	168	4,863.60	12	7	34,045.20	46,196.96
0.96	0.90	Yes		220	Husai Magana	2/16/2016		Full Time	Customer Service Field Tech	28.95	168	4,863.60	12	7	34,045.20	42,795.34
0.43	0.05	No		220	Dorota Jakubas-Pufal	3/13/2017		Full Time	Customer Service Specialist	25.97	168	4,362.96	3	1	4,362.96	2,077.60
0.86	0.91	Yes		240	MariaElena Teran	5/31/2016	4/10/2017	Full Time	Office Specialist	27.72	168	4,656.96	11	7	32,598.72	39,999.96
0.87	0.47	No	X	240	Chau Nguyen	11/7/2016	4/10/2017	Full Time	Office Specialist	27.98	168	4,700.64	6	3	14,101.92	20,642.25
0.56	0.09	No		250	Brian Guzman	2/13/2017		Part Time	Student Intern	14.00	84	1,176.00	4	1	1,176.00	2,009.00
0.17	0.03	No		250	Momtaz Afredi	2/17/2017		Part Time	Student Intern	14.00	84	1,176.00	4	1	1,176.00	672.00
0.34	0.04	No		250	Attreyee Banerjee	3/1/2017	5/2/2017	Part Time	Student Intern	18.00	84	1,512.00	2	1	1,512.00	1,116.00
4.57	**4.15**			**20P**												
0.00	0.61	Yes		300	Belal Tabannaj	6/20/2015		Full Time	Assistant Engineer	35.35	168	5,938.80	12	7	41,571.60	34,254.15
0.87	0.69	Yes		300	Andre Lai	6/20/2015		Full Time	Engineering Technician I	24.23	168	4,070.64	12	7	28,494.48	26,277.44
0.11	0.38	EXC		300	Sunny Nguyen	6/22/2015		Part Time	Student Intern	16.00	84	1,344.00	12	7	9,408.00	9,680.00
0.19	0.37	EXC		300	Matt Rosales	5/23/2016		Part Time	Student Intern	15.00	84	1,260.00	12	7	8,820.00	8,655.00
0.22	0.71	Yes		300	Laura Gates	5/23/2016	3/12/2017	Full Time	Office Specialist	30.32	168	5,093.76	12	7	35,656.32	33,857.13
0.39	0.53	EXC		300	Nikole Meade	6/20/2016		Part Time	Student Intern	15.00	84	1,260.00	12	7	8,820.00	12,442.50
0.59	0.65	EXC		300	Jenna Obenshain	6/20/2016		Part Time	Student Intern	15.00	84	1,260.00	12	7	8,820.00	15,285.00
0.23	0.39	EXC		300	Anne Sun	6/20/2016		Part Time	Student Intern	15.00	84	1,260.00	12	7	8,820.00	9,300.00
0.19	0.02	Yes		300	Stephanie Elder	3/21/2017		Full Time	Office Specialist	25.00	168	4,200.00	3	0.5	2,100.00	875.00
2.58	**4.33**			**30P**												
0.88	0.80	Yes		430	Earl De Castro	10/26/2015		Full Time	Utility Worker	19.14	168	3,215.52	6	7	22,508.64	24,792.52
0.88	**0.80**			**40P**												
0.35	0.36	EXC		515	Morgan Brown	6/20/2016		Part Time	Student Intern	19.00	84	1,596.00	12	7	11,172.00	10,773.00
0.44	0.47	EXC		515	Cynthia Deleon	6/20/2016		Part Time	Student Intern	16.00	84	1,344.00	12	7	9,408.00	11,848.00
0.87	0.67	Yes		515	Michael Mroczek	6/27/2016		Full Time	Wetland Specialist	26.49	84	2,225.16	12	7	15,576.12	28,066.16
0.35	0.15	EXC		515	Noemi Wyss	10/25/2016		Part Time	Student Intern	16.00	84	1,344.00	9	3.25	4,368.00	3,680.00
0.87	0.23	No		515	Andrew Castillo	1/19/2017		Full Time	Wetland Specialist	34.65	168	5,821.20	6	2.5	14,553.00	12,612.60
2.00	**1.65**			**50P**												
0.38	0.46	EXC		630	Ivy Lu	7/18/2016		Part Time	Student Intern	14.00	84	1,176.00	12	7	8,232.00	10,155.25
0.38	**0.46**			**60P**												
0.87	0.77	Yes		710	Philip Parra	6/8/2015		Full Time	Water Use Specialist	26.49	168	4,450.32	12	7	31,152.24	32,152.24
0.82	0.84	Yes		710	Janet Siler	6/8/2015		Full Time	Water Use Specialist	26.49	168	4,450.32	12	7	31,152.24	35,463.49
0.43	0.75	Yes		710	Joey Baquerizo	6/29/2015	3/19/2017	Full Time	Water Use Specialist	26.49	168	4,450.32	12	7	31,152.24	31,728.40
0.26	0.32	EXC		710	Hannah Francis	6/29/2015		Part Time	Student Intern	14.00	84	1,176.00	12	7	8,232.00	6,951.00
0.82	0.72	Yes		710	Lauren Gautschi	12/14/2015		Full Time	Water Use Specialist	33.62	168	5,648.16	12	7	39,537.12	38,167.11
0.77	0.69	No	X	710	Jonathan Alvarez	8/22/2016		Full Time	Utility Worker	29.45	168	4,947.60	10	4.25	21,027.30	32,277.20
0.82	0.84	Yes		720	Natalie Palacio	7/5/2016		Full Time	Temporary Help	20.00	168	3,360.00	12	7	23,520.00	26,445.00
0.31	0.41	Yes		730	Esperanza Cervantes	8/13/2015		Part Time	Fill Station Attendants	19.80	84	1,663.20	12	7	11,642.40	12,919.50
0.42	0.52	Yes		730	Dee Dee Easterly	8/13/2015		Part Time	Fill Station Attendants	19.00	84	1,596.00	12	7	11,172.00	15,570.50
0.48	0.58	No	X	730	Nancy Casillas	11/23/2015		Part Time	Fill Station Attendants	19.99	84	1,679.16	12	7	11,754.12	18,284.05
0.23	0.58	No	X	740	Luis Martinez	9/6/2016		Full Time	Scientist	17.00	168	2,856.00	11	5	14,280.00	18,139.00
6.22	**7.01**			**70P**												
0.00	0.00															
0.00	**0.00**			**80P**												
16.86	**19.21**				38											

IRVINE RANCH WATER DISTRICT
SUMMARY OF TEMPORARY AND CONTRACT EMPLOYEES
March 2017
TERMINATED TEMPORARY EMPLOYEES

Current Month FTE	Avg FYTD Temp Emp FTE	Active PERS Y/N *	Agency	Dept	Employee Name	Hire Date	Term Date	Classification	Job Title	Hourly Rate	Est Hours per Month	Est Cost Per Month	Expected Duration (Months)	Actual Worked (Months)	Projected Cost FYTD	Actual Cost FYTD
0.00	**0.00**			**10P**												
0.00	0.03	No	X	210	Ann Brunning	8/15/2016	8/23/2016	Full Time	Accountant	77.99	168	13,102.32	6	0.25	3,275.58	3,119.60
0.61	0.14	No	X	210	Robilyn Landon	5/24/2016	9/6/2016	Full Time	Accountant	75.95	168	12,759.60	6	2	25,519.20	17,468.50
0.43	0.05	No	X	210	Lorena Ritchie	9/19/2016	10/6/2016	Full Time	Payroll Coordinator	53.00	168	8,904.00	6	0.5	4,452.00	4,187.00
0.00	0.18	No	X	220	Santi Saniesteban	6/14/2016	7/13/2016	Full Time	Customer Service Specialist	32.30	168	5,426.40	6	1	5,426.40	9,302.40
0.43	0.22	Yes		220	Alan Hoetker	10/16/2012	8/27/2016	Full Time	Mail Room Coordinator	17.00	168	2,856.00	1	3	8,568.00	6,268.75
0.95	0.31	Yes		220	Lina Santos	7/13/2015	9/24/2016	Full Time	Customer Service Specialist	26.12	168	4,388.16	6	4	17,552.64	13,118.77
0.88	0.39	Yes		220	Monica Sangster	6/1/2015	10/22/2016	Full Time	Customer Service Specialist	26.12	168	4,388.16	6	4	17,552.64	16,325.00
0.22	0.32	Yes		220	Briana Pinon	8/24/2015	10/7/2016	Full Time	Customer Service Specialist	26.12	168	4,388.16	6	4	17,552.64	13,197.13
0.18	0.30	No	X	220	Roneshia Sayles	3/21/2016	10/7/2016	Full Time	Customer Service Specialist	26.12	168	4,388.16	6	4	17,552.64	12,490.85
3.68	**1.94**			**20P**												
0.48	0.13	EXC		300	Paul Ahumada	6/1/2015	8/19/2016	Part Time	Student Intern	15.00	84	1,260.00	0.5	2.5	3,150.00	3,112.50
0.00	0.18	Yes		300	Toni Lynch	6/20/2015	9/24/2016	Full Time	Assistant Engineer	35.35	168	5,938.80	12	3	17,816.40	10,251.50
0.48	**0.32**			**30P**												
0.86	0.30	No	X	430	Robert Cox	6/21/2016	9/29/2016	Full Time	Utility Worker	29.19	168	4,903.92	3	3	14,711.76	14,295.80
0.92	0.41	No	X	425	Shaun Ferrell	5/31/2016	10/28/2016	Full Time	Utility Worker	29.19	168	4,903.92	6	4	19,615.68	19,265.40
0.78	0.67	Yes		430	Jimmie Daniel	5/28/2015	1/28/2017	Full Time	Utility Worker	20.00	168	3,360.00	12	7	23,520.00	21,115.00
1.78	**0.71**			**40P**												
0.00	0.70	Yes		840	Miguel Cadena	9/28/2015	7/4/2016	Full Time	Maintenance Mechanic	30.59	168	5,139.12	0.25	0.1	513.91	34,146.09
0.00	**0.70**			**50P**												
0.00	**0.00**			**60P**												
0.00	0.03	No	X	710	Dorota Jakubas-Pufal	12/14/2015	7/15/2016	Full Time	Water Use Specialist	33.62	168	5,648.16	2	1.5	8,472.24	1,428.85
0.61	0.16	Yes		710	Ryan Nassau	5/8/2014	9/2/2016	Full Time	Water Use Specialist	26.49	168	4,450.32	6	2	8,900.64	6,887.40
0.61	**0.19**			**70P**												
0.00	**0.00**			**80P**												
	3.67														879,504.19	965,317.52

RET = Retired Annuitant working less than 960 hrs/yr/No=Temporary Employee not enrolled in PERS Membership
EXC = Exclude by PERS Contract / Yes= Temporary employee enrolled in PERS Membership

* Temporaries are reported 30 days in arrears



	3/16	4/16	5/16	6/16	7/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17
District	28.70	25.32	26.85	28.00	32.07	31.48	27.42	24.18	22.64	18.75	20.27	20.02	16.86

May 2, 2017
Prepared by: Marie Bowers
Submitted by: Jenny Roney
Approved by: Paul A. Cook

FINANCE AND PERSONNEL COMMITTEE

PERFORMANCE RECOGNITION PROGRAM QUARTERLY UPDATE

SUMMARY:

Irvine Ranch Water District's Performance Recognition Program recognizes employees who exhibit outstanding performance which depicts initiative, creativity and/or enthusiasm above and beyond the performance requirements of their positions. This memo provides an update of activities within this program through the third quarter of FY 2016-17.

BACKGROUND:

During the third quarter of the FY 2016-17, 10 Performance Recognition Awards were presented to 17 IRWD employees in the Engineering, Water Quality, Field Services, and Finance and Administration Departments, totaling $804.55. Attached as Exhibit "A" is a summary of Performance Recognition Awards for the third quarter of FY 2016-17.

FISCAL IMPACTS:

The District's annual budget for the Performance Recognition Program for FY 2016-17 is $130,000, of which $6,489.52 has been distributed to date.

RECOMMENDATION:

Receive and file.

LISTS OF EXHIBITS:

Exhibit "A" – Quarterly Update for Third Quarter of FY 2016-17

Exhibit “A”

QTR.	DATE	EMPLOYEE	PERFORMANCE RECOGNIZED	AWARD	GROSS AMOUNT	NET AMOUNT
			PERFORMANCE RECOGNITION PROGRAM			
			QUARTERLY UPDATE			
			Fiscal Year 2016-2017			
3rd Qtr.	1/11/2017	Brian McKinstry	Recognized for their efforts to provide technical support to the	12 Certs ($5.00 ea.)	$60.00	$60.00
		Frank Tessers Jr.	Collections department staff.			
	1/14/2017	Debbie Kanoff	Recognized for her efforts filling in for the Payroll Adminstrator vacancy,	2 tickets 1 Cert	$27.00	$27.00
			her positive and helpful attitude, and customer service approach.			
	1/14/2017	Mindy Bergen	Recognized for her work during the Portola High School Science Fair in	2 tickets 1 Cert	$27.00	$27.00
			in the absence of a key employee.			
	2/28/2017	Alex Murphy	Recognizd for his work efforts on the San Joaquin Marsh Campus Lift	2 tickets 2 Certs	$27.00	$27.00
			Station Rehabilitation project.			
	2/28/2017	Mitchell Robinson	Recognized for his work on the Basin Equity Assessment (BEA) Analysis.	Payroll Check	$175.46	$150.00
	3/6/2017	Margaret Pulles	Recognized for her work in researching multiple capital projects for the	2 tickets 1 Cert	$27.00	$27.00
			purpose of determining their eligibility of bond reimbursement.			
	3/16/2017	Brian McKinstry	Recognized for his efforts installing and setting up remote monitoring and	2 tickets 2 Certs	$27.00	$27.00
			download access for the process control group.			
	3/16/2017	Damian McBride	Recognized for their work in re-designing the Engineering Vault room to a	Multiple Certs	$130.00	$130.00
		Mark Stone	more functional room for GIS/Planning equipment, supplies and work	Multiple Certs		
		Brad Garcia	stations.	Multiple Certs		
		Jay Eggers		Multiple Certs		
		Jessee Hesch		Multiple Certs		
	3/28/2017	Gabriel Vargas	Recognized for his additional work related to the Hyatt House Irvine	Payroll Check	$223.09	$200.00
			project allowing the hotel to use recycled water for toilet flushing in all			
			the toilets at the hotel.			

			PERFORMANCE RECOGNITION PROGRAM			
			QUARTERLY UPDATE			
			Fiscal Year 2016-2017			
QTR.	DATE	EMPLOYEE	PERFORMANCE RECOGNIZED	AWARD	GROSS AMOUNT	NET AMOUNT
3rd Qtr.	3/29/2017	Tyler Trigg	Recognized for their waork assisting a business owner with line flushing	2 tickets 1 Cert	$81.00	$81.00
cont.		Adriel Gallegos	to prevent damage to his equipment.			
		Matt Marshall				
			Third Quarter Total		$804.55	$756.00
			FISCAL YEAR TO DATE TOTAL		$6,489.52	$6,089.00

May 2, 2017
Prepared by: Margaret Pulles MP
Submitted by: Cheryl Clary CC
Approved by: Paul Cook P. Cook.

FINANCE AND PERSONNEL COMMITTEE

EXPENSES AND FEES OF BOARD MEMBERS AND GENERAL MANAGER
PAID THROUGH THE THIRD QUARTER, FY 2016-17

SUMMARY:

Pursuant to the Policy Regarding Business Expense Reimbursement, Travel, Meeting Compensation and Representation, staff has assembled for Committee review an Expense Summary, as shown in Exhibits "A" and "B" for the District's Board Members and the General Manager through the third quarter of Fiscal Year (FY) 2016-17. Provided below is a summary of expenses paid to date.

	Name	Conference, Travel and Other District-related Expenses	Meeting Fees	Total
Board Members:	LaMar	$ 19,793	$ 23,140	$ 42,933
	Matheis	7,469	22,620	30,089
	Reinhart	3,010	21,060	24,070
	Swan	14,558	23,660	38,218
	Withers	1,478	20,267	21,745
	Sub-Total:	**$ 46,308**	**$ 110,747**	**$ 157,055**
General Manager:	Cook	$ 5,642	N/A	$ 5,642
	Sub-Total:	**$ 5,642**	**N/A**	**$ 5,642**
	TOTAL:	**$ 51,950**	**$ 110,747**	**$ 162,697**
	YTD Budget:	**$ 57,000**	**$ 117,000**	**$ 174,000**
	Variance:	**$ 5,050**	**$ 6,253**	**$ 11,303**

FISCAL IMPACTS:

Meeting fees total $110,747 versus a budget of $117,000 resulting in a positive variance of $6,253 year-to-date. Conference and meeting-related travel expenses total $51,950 versus a budget of $57,000, resulting in a positive variance of $5,050.

The total cost for Board and General Manager conference, travel, and other District-related expenses, including meeting fees, through the third quarter, FY 2016-17, is $162,697, resulting in a positive variance of $11,303 to budget.

ENVIRONMENTAL COMPLIANCE:

This item is not a project as defined in the California Environmental Quality Act (CEQA), Code of Regulations, Title 14, Chapter 3, Section 15378.

RECOMMENDATION:

Receive and file.

LIST OF EXHIBITS:

Exhibit "A" – Expense Summary, All Members
Exhibit "B" – Expense Summary, By Individual

Exhibit "A"

IRWD

Irvine Ranch Water District
Conference/Seminar and Monthly Expense Summary
For the Third Quarter, FY 2016-17

All Board Members/General Manager

Name	Registration Fees	Airfare	Lodging	Meals	Taxi/Shuttle/ Auto Rental	Parking Fees	Other	Mileage Reimb # Miles	Mileage Reimb Amount	Total
Board Members:										
Steven LaMar	4,692	9,049	3,893	469	480	603	45	1,043	562	19,793
Mary Aileen Matheis	2,942	1,102	2,766	18	342	180	7	207	112	7,469
Doug Reinhart	1,575	584	561	52	40	41	-	293	157	3,010
Peer Swan	4,815	2,307	3,916	180	98	363	708	4,035	2,171	14,558
John Withers	695	-	507	-	-	139	-	256	137	1,478
General Manager:										
Paul Cook	695	3,310	440	756	86	60	295	-	-	5,642
Total	15,414	16,352	12,083	1,475	1,046	1,386	1,055	5,834	3,139	51,950

Exhibit "B"

Irvine Ranch Water District
Conference/Seminar and Monthly Expense Summary
For the Third Quarter, FY 2016-17

IRWD

Steven LaMar

Date Paid	Date Incurred	Description/Location	Registration Fees	Airfare	Lodging	Meals	Taxi/Shuttle/ Auto Rental	Parking Fees	Other	Mileage Reimb # Miles	Mileage Reimb Amount	Total
Monthly Expense Reports												
Paid	July 2016	*Various business meetings	140.00							64	34.56	174.56
	August 2016	Monthly Expense Report (no activity this period)										
Paid	September 2016	Annual Pre-Wind Season Fire Partnership Event, Irvine, CA								4	2.16	2.16
Paid	October 2016	*Various business meetings	62.00		158.15	15.58		10.00		196	105.84	351.57
Paid	November 2016	*Various business meetings	85.00							26	14.04	99.04
	December 2016	Monthly Expense Report (no activity this period)										
	January 2017	Monthly Expense Report (no activity this period)										
	February 2017	Monthly Expense Report (no activity this period)										
	March 2017	Monthly Expense Report (no activity this period)										
	April 2017	Monthly Expense Report (no activity this period)										
	May 2017	Monthly Expense Report (no activity this period)										
	June 2017	Monthly Expense Report (no activity this period)										
Conferences/Seminars and Other Non-local Travel												
Paid	07/28/2016	ACWA Board meeting, Sacramento, CA		551.96	137.08	39.36		38.00		16	8.64	775.04
Paid	08/02/2016	NWRA Western Water Conference, Sun Valley, Idaho	625.00	464.20	688.80	149.42	80.00			16	8.64	2,016.06
Paid	08/24/2016	Urban Water Institute Spring Conference, San Diego, CA	375.00		246.81	26.48		10.00		158	85.32	743.61
Paid	09/21/2016	ACWA Federal Affairs Committee, Sacramento, CA		517.98		8.78	38.00	20.00		16	8.64	593.40
Paid	09/27/2016	ACWA Ag Initiative Advisory Group Meeting, Sacramento, CA		534.96			30.32	20.00		16	8.64	593.92
Paid	09/29/2016	ACWA Board meeting, Sacramento, CA		517.98	137.08	30.07	38.00	38.00		16	8.64	769.77
Paid	11/14/2016	NWRA Annual Conference, San Diego, CA	750.00		697.04	25.00				180	97.20	1,569.24
Paid	11/17/2016	ACWA Board meeting, Sacramento, CA		517.98	137.08	40.31	31.69	38.00		16	8.64	773.70
Paid	11/29/2016	ACWA Fall Conference, Anaheim, CA	641.00					57.00		104	56.16	754.16
Paid	01/10/2017	NWRA Leadership Forum, Las Vegas, NV	350.00	549.68	84.00	20.00	23.91	36.00		87	46.54	1,110.13
Paid	01/24/2017	ACWA Ag Initiative Advisory Group Meeting, Sacramento, CA		534.68			30.70	20.00		16	8.56	593.94
Paid	01/27/2017	ACWA Federal Affairs Committee, Sacramento, CA		534.88			38.00	18.00		16	8.56	599.44
Paid	02/02/2017	ACWA Ag Initiative Advisory Group Meeting, Sacramento, CA		534.68	171.64	20.00	14.25	38.00	9.95	16	8.56	797.08
Paid	02/27/2017	ACWA Winter Conference, Washington, DC	645.00	1,016.72		41.50	43.41	80.00	35.00	16	8.56	1,870.19
Paid	03/08/2017	ACWA 2017 Legislative Symposium, Sacramento, CA	245.00	534.88			16.12	20.00		16	8.56	824.56
Paid	03/13/2017	OBCC/ACC-OC Advocacy Trip, Sacramento, CA		534.88	224.84	5.09	14.60	40.00		16	8.56	827.97
Paid	03/19/2017	NWRA Federal Water Issues Conf., Washington, DC	605.00	1,167.57	992.73	24.00	43.35	80.00		16	8.56	2,921.21
Paid	03/30/2017	ACWA Board Meeting and Energy Storage Summit, Sacramento, CA	169.00	535.88	217.80	23.03	38.00	40.00		16	8.56	1,032.27
Total			$ 4,692.00	$ 9,048.91	$ 3,893.05	$ 468.62	$ 480.35	$ 603.00	$ 44.95	1,043	$ 562.14	$ 19,793.02

*Detail of Description/Location provided on Expense Report

Irvine Ranch Water District
Conference/Seminar and Monthly Expense Summary
For the Third Quarter, FY 2016-17

IRWD

Mary Aileen Matheis

Date Paid	Date Incurred	Description/Location	Registration Fees	Airfare	Lodging	Meals	Taxi/Shuttle/ Auto Rental	Parking Fees	Other	Mileage Reimb		Total
										# Miles	Amount	
Monthly Expense Reports												
	July 2016	Monthly Expense Report (no activity this period)										
	August 2016	Monthly Expense Report (no activity this period)										
	September 2016	Monthly Expense Report (no activity this period)										
Paid	October 2016	*Various business meetings	62.00				50.29					112.29
	November 2016	Monthly Expense Report (no activity this period)										
	December 2016	Monthly Expense Report (no activity this period)										
	January 2017	Monthly Expense Report (no activity this period)										
	February 2017	Monthly Expense Report (no activity this period)										
	March 2017	Monthly Expense Report (no activity this period)										
	April 2017	Monthly Expense Report (no activity this period)										
	May 2017	Monthly Expense Report (no activity this period)										
	June 2017	Monthly Expense Report (no activity this period)										
Conferences/Seminars and Other Non-local Travel												
Paid	08/24/2016	Urban Water Institute Annual Spring Conf., San Diego, CA	375.00		493.62					158	85.32	953.94
Paid	10/03/2016	ACWA 2016 Regulatory Summit Conf., Sacramento, CA	250.00	517.98	159.58	18.05	89.70	60.00		10	5.40	1,100.71
Paid	10/10/2016	CSDA Annual Conference, San Diego, CA	580.00		358.38		79.80			12	6.48	1,024.66
Paid	10/20/2016	NWRI Seminar, Long Beach, CA	75.00				71.40					146.40
Paid	11/28/2016	ACWA Fall Conference, Anaheim, CA	695.00		888.84			120.00		27	14.58	1,718.42
Paid	12/13/2016	CRWUA Annual Conference, Las Vegas, NV	530.00	583.96	507.36		50.73					1,672.05
Paid	02/08/2017	Urban Water Institute Spring Conf., Palm Springs, CA	375.00		357.80				7.35			740.15
Total			$ 2,942.00	$ 1,101.94	$ 2,765.58	$ 18.05	$ 341.92	$ 180.00	$ 7.35	207	$ 111.78	$ 7,468.62

*Detail of Description/Location provided on Expense Report

Irvine Ranch Water District
Conference/Seminar and Monthly Expense Summary
For the Third Quarter, FY 2016-17

Doug Reinhart

Date Paid	Date Incurred	Description/Location	Registration Fees	Airfare	Lodging	Meals	Taxi/Shuttle/ Auto Rental	Parking Fees	Other	Mileage Reimb # Miles	Mileage Reimb Amount	Total
Monthly Expense Reports												
	July 2016	Monthly Expense Report (no activity this period)										
	August 2016	Monthly Expense Report (no activity this period)										
	September 2016	Monthly Expense Report (no activity this period)										
	October 2016	Monthly Expense Report (no activity this period)										
	November 2016	Monthly Expense Report (no activity this period)										
	December 2016	Monthly Expense Report (no activity this period)										
	January 2017	Monthly Expense Report (no activity this period)										
	February 2017	Monthly Expense Report (no activity this period)										
	March 2017	Monthly Expense Report (no activity this period)										
	April 2017	Monthly Expense Report (no activity this period)										
	May 2017	Monthly Expense Report (no activity this period)										
	June 2017	Monthly Expense Report (no activity this period)										
Conferences/Seminars and Other Non-local Travel												
Paid	11/29/2016	ACWA 2016 Fall Conference, Anaheim, CA	695.00			20.00		41.00		61	32.94	788.94
Paid	12/14/2016	CRWUA Annual Conference, Las Vegas, NV	505.00	583.96	202.72		40.06			12	6.48	1,338.22
Paid	02/08/2017	Urban Water Institute Conference, Palm Springs, CA	375.00		357.80	32.19				220	117.70	882.69
Total			$ 1,575.00	$ 583.96	$ 560.52	$ 52.19	$ 40.06	$ 41.00	$ -	293	$ 157.12	$ 3,009.85

*Detail of Description/Location provided on Expense Report

Irvine Ranch Water District
Conference/Seminar and Monthly Expense Summary
For the Third Quarter, FY 2016-17

IRWD

Peer Swan

Date Paid	Date Incurred	Description/Location	Registration Fees	Airfare	Lodging	Meals	Taxi/Shuttle/ Auto Rental	Parking Fees	Other	Mileage Reimb # Miles	Mileage Reimb Amount	Total
Monthly Expense Reports *												
Paid	July 2016	*Various business meetings							49.50	290	156.60	206.10
Paid	August 2016	*Various business meetings							44.00	270	145.80	189.80
Paid	September 2016	*Various business meetings							49.50	332	179.28	228.78
Paid	October 2016	*Various business meetings				15.91			60.50	372	200.88	277.29
Paid	November 2016	*Various business meetings							22.00	182	98.28	120.28
	December 2016	Monthly Expense Report (no activity this period)										
Paid	January 2017	*Various business meetings							44.00	242	129.47	173.47
Paid	February 2017	*Various business meetings							68.00	381	203.84	271.84
Paid	March 2017	*Various business meetings							101.68	646	345.62	447.30
	April 2017	Monthly Expense Report (no activity this period)										
	May 2017	Monthly Expense Report (no activity this period)										
	June 2017	Monthly Expense Report (no activity this period)										
Conferences/Seminars and Other Non-local Travel												
Paid	08/10/2016	CASA Annual Conference, Monterey, CA	550.00		550.64	7.77		50.00		748	403.92	1,562.33
Paid	08/24/2016	Urban Water Institute Spring Conference, San Diego, CA	375.00		604.08	7.55			236.27	154	83.16	1,306.06
Paid	10/2/2016	ACWA 2016 Regulatory Summit, Sacramento, CA	295.00	526.46	319.16	34.04	19.00					1,193.66
Paid	10/4/2016	WEF Groundwater Tour, Sacramento, CA	525.00		250.09	68.00		94.00		16	8.64	945.73
Paid	11/29/2016	ACWA 2016 Fall Conference, Anaheim, CA	695.00					71.00		160	86.40	852.40
Paid	12/14/2016	CRWUA Annual Conference, Las Vegas, NV	505.00	583.96	338.24	26.48	40.00	48.00		16	8.64	1,550.32
Paid	01/18/2017	CASA Winter Conference, Palm Springs, CA	550.00		411.06	7.60			18.00	210	112.35	1,099.01
Paid	02/26/2017	CASA and ACWA Conference, Washington, DC	1,320.00	1,196.78	1,442.72	12.18	38.81	100.00	15.00	16	8.56	4,134.05
Total			$ 4,815.00	$ 2,307.20	$ 3,915.99	$ 179.53	$ 97.81	$ 363.00	$ 708.45	4,035	$ 2,171.44	$ 14,558.42

*Detail of Description/Location provided on Expense Report

Irvine Ranch Water District
Conference/Seminar and Monthly Expense Summary
For the Third Quarter, FY 2016-17

John Withers

Date Paid	Date Incurred	Description/Location	Registration Fees	Airfare	Lodging	Meals	Taxi/Shuttle/ Auto Rental	Parking Fees	Other	Mileage Reimb # Miles	Mileage Reimb Amount	Total
Monthly Expense Reports												
	July 2016	Monthly Expense Report (no activity this period)										
	August 2016	Monthly Expense Report (no activity this period)										-
	September 2016	Monthly Expense Report (no activity this period)										
	October 2016	Monthly Expense Report (no activity this period)										
	November 2016	Monthly Expense Report (no activity this period)										
	December 2016	Monthly Expense Report (no activity this period)										
	January 2017	Monthly Expense Report (no activity this period)										
	February 2017	Monthly Expense Report (no activity this period)										
	March 2017	Monthly Expense Report (no activity this period)										
	April 2017	Monthly Expense Report (no activity this period)										
	May 2017	Monthly Expense Report (no activity this period)										
	June 2017	Monthly Expense Report (no activity this period)										
Conferences/Seminars and Other Non-local Travel												
Paid	11/29/2016	ACWA 2016 Fall Conference, Anaheim, CA	695.00					45.00		84	45.36	785.36
Paid	03/19/2017	WateReuse Calif. Annual Conf., San Diego, CA			507.12			94.00		172	92.02	693.14
Total			$ 695.00	$ -	$ 507.12	$ -	$ -	$ 139.00	$ -	256	$ 137.38	1,478.50

*Detail of Description/Location provided on Expense Report

IRWD

Irvine Ranch Water District
Conference/Seminar and Monthly Expense Summary
For the Third Quarter, FY 2016-17

Paul Cook

Date Paid	Date Incurred	Description/Location	Registration Fees	Airfare	Lodging	Meals	Taxi/Shuttle/ Auto Rental	Parking Fees	Other	Mileage Reimb # Miles	Mileage Reimb Amount	Total
Monthly Expense Reports												
Paid	July 2016	Monthly Expense Report # 408626/408627	695.00	523.96		67.45						1,286.41
Paid	August 2016	Monthly Expense Report # 419646			440.17	115.17						555.34
Paid	September 2016	Monthly Expense Report # 419660				32.89						32.89
Paid	October 2016	Monthly Expense Report # 427626				52.12			295.00			347.12
Paid	November 2016	Monthly Expense Report # 435638						4.50				4.50
Paid	December 2016	Monthly Expense Report # 439646				243.06		32.50				275.56
Paid	January 2017	Monthly Expense Report # 445657				100.43						100.43
Paid	February 2017	Monthly Expense Report # 460648		534.88								534.88
Paid	March 2017	Monthly Expense Report # 463644/# 460649		2,251.39		145.16	86.18	23.00				2,505.73
	April 2017	Monthly Expense Report (no activity this period)										
	May 2017	Monthly Expense Report (no activity this period)										
	June 2017	Monthly Expense Report (no activity this period)										
Conferences/Seminars and Other Non-local Travel												
Total			$ 695.00	$ 3,310.23	$ 440.17	$ 756.28	$ 86.18	$ 60.00	$ 295.00	-	$ -	$ 5,642.86

*Detail of Description/Location provided on Expense Report

May 2, 2017
Prepared by: Gretchen Ronin
Submitted by: Jenny Roney
Approved by: Paul A. Cook

FINANCE AND PERSONNEL COMMITTEE

RETIREE HEALTH COSTS ASSISTANCE PROGRAM UPDATE

SUMMARY:

During a legal review of the District's Retiree Health Costs Assistance Program (RHCAP), staff was informed that the current structure of the benefits plan that requires employees to complete 10 years of service to IRWD to qualify for the benefit does not meet the Internal Revenue Service discrimination testing requirements. Staff recommends the Board authorize staff to change the RHCAP benefits plan structure to provide benefits to IRWD retirees with three to nine years of service to meet the IRS discrimination testing requirements.

BACKGROUND:

Effective July 2002, the Board authorized a retiree benefit program to assist retirees with eligible medical-related expenses. The benefit was designed to offer retirees a specific monthly amount for a specific number of months, depending on the employee's total years of service to IRWD at retirement. Retirees must be age 55 and retiring through CalPERS in order to qualify for the benefit. The minimum benefit level was set at $300 per month for 36 months for retirees with 10 years of service to IRWD. The maximum benefit was set at $600 per month for 60 months for retirees with 25 years of service. The benefit levels for this program have not changed since the inception of this program.

Staff was asked to review the benefit levels and compare them to current medical premiums and the medical component of the Consumer Price Index. Staff reviewed the information and asked the District's legal counsel if increasing the benefit for one specific group of employees, and not all employees, would result in the program failing IRS discrimination testing. Upon review, legal counsel opined that IRS regulations require the program to provide a benefit for retirees with three to nine years of service in order to be non-discriminatory. Legal counsel proposed a benefit design that would meet the IRS discrimination testing requirements, which is attached as Exhibit "A". Attached as Exhibit "B" is a memorandum from legal counsel dated April 25, 2017 recommending that the RHCAP benefits plan structure be modified to provide benefits to IRWD retirees with three to nine years of service to meet the IRS discrimination testing requirements.

FISCAL IMPACTS:

In the nearly 15 years since the inception of the RHCAP (July 2002), 130 employees have retired from IRWD. Of these 130 retirees, 10 did not meet the minimum eligibility for participation in the benefit program. Eight of the 10 retirees did not qualify because they did not meet the minimum age requirement of 55. Only two of the retirees did not qualify because they did not meet the minimum of 10 years of service. Under the proposed revised benefit levels, which include benefits for employees with three to nine years of service, the two retirees would have received a total of $4,800 in benefit payments.

Although the addition of the benefit for those retiring with three to nine years of service to the District could result in employees considering retirement earlier, the current average years of service at retirement is over 23 years. The fiscal impact of modifying the program to comply with IRS regulations is negligible.

ENVIRONMENTAL COMPLIANCE:

This item is not a project as defined in the California Environmental Quality Act (CEQA), Code of Regulations, Title 14, Chapter 3, Section 15378.

RECOMMENDATION:

That the Board authorize staff to modify the District's Retiree Health Costs Assistance Program benefits plan structure to provide benefits to IRWD retirees with three to nine years of service to meet the IRS discrimination testing requirements.

LIST OF EXHIBITS:

Exhibit "A" – Proposed Retiree Health Costs Assistance Program Benefits
Exhibit "B" – Pillsbury Winthrop Shaw Pittman LLP Memorandum

Exhibit "A"

	Months of Benefit				
Years of Service	12	24	36	48	60
25+					$600
24					$580
23					$560
22					$540
21					$520
20					$500
19				$480	
18				$460	
17				$440	
16				$420	
15				$400	
14			$380		
13			$360		
12			$340		
11			$320		
10			$300		
9		$280			
8		$260			
7	$240				
6	$220				
5	$200				
4	$180				
3	$160				

Exhibit "B"

pillsbury

Pillsbury Winthrop Shaw Pittman LLP
12255 El Camino Real, Suite 300 | San Diego, CA 92130-4088 | tel 619.234.5000 | fax 858.509.4010

MEMORANDUM
Confidential
Attorney-Client Privilege

To: Gretchen Ronin

From: Marcus Wu

Date: April 25, 2017

Re: Application of Section 105(h) Discrimination Testing to the RHCAP

I. SUMMARY

Irvine Ranch Water District sponsors the Retiree Health Costs Assistance Program ("Plan"), a self-insured medical reimbursement plan that is subject to nondiscrimination rules under section 105(h) of the Internal Revenue Code ("Code" or "IRC").[1] The Plan reimburses eligible retirees' eligible medical expenses up to a certain dollar limit. We conclude that the Plan's current design is discriminatory under Code section 105(h) because retirees with 3–9 years of service are excluded from participating. Consequently, all Plan benefits received by "highly compensated" retirees would be taxable; if the District fails to treat those benefits as taxable, it would be exposed to penalties under the tax laws. Below, we discuss the basis for our conclusion and provide options for restructuring the Plan to mitigate this risk.

II. RELEVANT FACTS

The Plan provides eligible retirees with reimbursements for eligible medical expenses under section 213(d) of the Code, which encompass a wide variety of outlays, including co-pays, deductibles, and out-of-pocket costs for certain medicines and drugs, and others. With this design, the Plan is treated as "self-insured" under the tax laws. (By comparison, if the Plan reimbursed only retirees' medical-insurance premiums, the Plan would be "fully insured.")

Upon terminating from District employment, a District employee is entitled to receive Plan benefits (i.e., reimbursements for eligible medical expenses) only if he or she: (i) retires under CalPERS within 120 days after his or her District employment terminates; (ii) is age 55 or older; and (iii) has completed at least 10 years of District service ("YOS").

[1] IRC § 105(h)(1).

The Plan benefit provided to an eligible retiree is based on his or her total YOS, as follows:

- *Benefit amount:* $300/month at 10 YOS, increasing by $20 per each additional YOS up to a maximum of $600/month at 25+ YOS.
- *Benefit duration:* 36 months for 10–14 YOS; 48 months for 15–19 YOS; and 60 months for 20+ YOS.

III. APPLICABLE TAX LAWS

A. Introduction: Taxation of benefits provided to non-HCIs and HCIs

The rules governing the tax treatment of Plan benefits distinguish between "highly compensated individuals" ("HCIs") and non-HCIs. Here, an HCI means a District retiree who was among the highest paid 25% of all nonexcludable District employees when his or her District employment terminated.[2]

Under section 105(b) of the Code, Plan benefits provided to non-HCIs are nontaxable.[3]

By contrast, under section 105(h) of the Code, Plan benefits provided to HCIs are (i) nontaxable only to the extent those benefits are nondiscriminatory, and (ii) taxable as ordinary income to the extent the benefits are discriminatory.[4]

B. Code section 105(h) discrimination testing

Overview

Section 105(h) of the Code imposes two discrimination tests for self-insured medical reimbursement plans: an "Eligibility Test" that requires the plan to cover a specified percentage of non-HCIs; and a "Benefits Test" that requires that covered non-HCIs receive plan benefits substantially equivalent to those provided to HCIs.[5]

For purposes of these tests, the following persons are excluded: (i) employees with fewer than three years of service; (ii) employees under age 25; (iii) part-time or seasonal employees; (iv) certain non-resident aliens; and (v) represented employees who aren't covered by the plan.[6]

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[2] Treas. Reg. § 1.105-11(c)(3)(iii) and (d)(3).
[3] IRC § 105(b) and (h); Treas. Reg. § 1.105-11(a).Different tax rules apply to benefits provided to persons other than the retiree or his or her spouse or tax dependent; for instance, benefits provided to a retiree's nondependent domestic partner are subject to federal taxes. Also, benefits are nontaxable only if they are "eligible expenses" under Code section 213(d) and the corresponding expenses (for which the benefits are paid) are properly verified.
[4] Same as footnote 3.
[5] IRC § 105(h)(2).
[6] IRC § 105(h)(3).

"Identical Benefit Rule" for retiree-only plans

Under the tax regulations, a streamlined test applies to medical reimbursement plans that cover only retirees, such as the District's Plan. The relevant part of the regulations states as follows:

> "[A self-insured medical reimbursement plan is nondiscriminatory if] . . . the type, and the dollar limitations, of benefits provided to retired employees who were highly compensated individuals are the same for all other retired participants."[7]

These words appear to indicate that the Plan would be considered nondiscriminatory as long as all eligible retirees receive identical Plan benefits. But there are several ambiguities, including: Does the Eligibility Test still apply? If yes, how is it applied? May the Plan vary retirees' benefit amounts or duration according to retirees' years of service? And so on.

Unfortunately, the IRS hasn't issued any helpful guidance applying this Identical Benefit Rule. Compounding the challenge, the IRS has stated that for now, it won't issue rulings on whether a particular employer's plan is discriminatory.[8]

C. <u>IRS views on application of section 105(h) to retiree-only plans</u>

Covered retirees

A few years ago, while representing a Northern California city, we had extensive discussions about the 105(h) rules with high-level IRS officials in Washington DC.[9]

The city maintained a self-insured medical reimbursement plan for its represented safety (i.e., fire and police) retirees. Like the District's Plan, the city's plan provided that only retirees with 10 or more years of service qualified for retiree health benefits. The IRS flagged the design, noting that the plan was discriminatory under section 105(h) because it excluded employees with 3–9 years of service.

The IRS never explained the technical basis for its conclusion. But its position was clearly based on section 105(h)'s Eligibility Test (discussed above). Nothing under the tax laws explicitly states that this test applies to retiree-only plans; and the Identical Benefit Rule (quoted above) arguably overrides the Eligibility Test. Nevertheless, the IRS required that the city's plan cover retirees with at least three years of service in order to be nondiscriminatory.

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[7] Treas. Reg. § 1.105-11(c)(3)(iii).
[8] Rev. Ruling 2017-3.
[9] The IRS representatives included Harry Beker, Chief, Health & Welfare Branch, Office of Associate Chief Counsel (Tax Exempt and Government Entities). Mr. Beker is the head of the IRS division that issues private letter rulings on the tax laws governing health and welfare benefits. In that role, Mr. Beker has signed over 700+ such rulings.

In the end, the city acquiesced by modifying its plan to cover represented safety retirees with at least three years of city service, thereby placating the IRS.

Benefits provided

The city's plan also didn't provide an equal benefit to covered retirees. Instead, similar to the District's Plan, the city's plan provided a benefit that increased in tandem with a retiree's total years of city service. Eventually, the IRS agreed that a design under which all retirees' benefits increased—by $10/year—for each year of service after 3 YOS (up to a set maximum) was nondiscriminatory. Notably, contrary to the apparent requirement of the Identical Benefit Rule, this benefit wasn't identical for all covered retirees—rather, the benefit increased with years of service, and all retirees received benefits over the same time span. Nevertheless, the IRS concluded that because the benefit amount and duration for any particular number of years of service was identical for all covered retirees, the design was nondiscriminatory.

IV. Section 105(h)'s Application to District's Plan

As currently written, the Plan provides no benefits to retirees with 3–9 years of service. Consequently, on audit or other review, we believe that there is a substantial risk that the IRS would assert that the Plan is discriminatory and that, therefore, all benefits received under the Plan by retiree HCIs are taxable. If the District doesn't treat those benefits as taxable, the District would be exposed to tax penalties for failing to:

- withhold income taxes from HCIs' benefits;
- withhold and pay FICA taxes[10] on the benefits; and
- report the benefits as taxable income on Form W-2.[11]

Below are options for mitigating section 105(h) risk. The options are ordered from lowest to highest risk of an IRS finding of 105(h) discrimination and—not coincidentally—from most to least costly for the District.

Description of Modification	Comments
Provide retirees with 3+ YOS with proportional benefits	*Low risk.* As previously recommended, retirees with 3–9 YOS would be provided with benefits proportional to 10+ YOS retirees' benefits.
Provide retirees with 3–9 YOS with non-proportional benefits	*Medium risk.* Under this option, the Plan would cover retirees with 3–9 YOS, but provide these retirees with benefits disproportionally lower than 10+ YOS retirees' benefits.

[10] FICA comprises Medicare taxes and, to the extent applicable to District employees, Social Security taxes.
[11] The District's liability for prior years is limited by a three-year statute of limitations ("SOL"). The SOL starts on April 15th of the year after the year at issue. For instance, the SOL for 2014 expires on April 15, 2018.

pillsbury

Description of Modification	Comments
Do nothing	*High risk.* Leaves the District exposed to the above-discussed tax risks.

* * *

If you have any questions about this memorandum, please contact Marcus Wu, (858) 509-4030, marcus.wu@pillsburylaw.com.

May 2, 2017
Prepared by: Jennifer Davis/Tanja Fournier
Submitted by: Robert Jacobson/Cheryl Clary
Approved by: Paul Cook

FINANCE AND PERSONNEL COMMITTEE

MONTHLY INVESTMENT AND DEBT REVIEW

SUMMARY:

The following items are submitted for the Committee's review and consideration:

- The Investment Portfolio Summary Report as of April 25, 2017, as outlined in Exhibit "A"
- The U.S. Treasury Yield Curve as of April 25, 2017, as outlined in Exhibit "B"
- The Summary of Fixed and Variable Debt as of April 25, 2017, as outlined in Exhibit "C"
- The Summary of Variable Rate Debt Rates as of April 25, 2017, as outlined in Exhibit "D"

BACKGROUND:

Investment Portfolio:

Due to the timing of the Committee meeting, the rate of return for April 2017 is not complete at this time. Preliminary calculations indicate a rate of return for the fixed income investment portfolio of 0.99%, which is a 0.01% increase from March's rate of 0.98%. Including real estate investments, the weighted average rate of return for the District's investment portfolio for April 2017 is estimated to be 3.14%, which is a 0.13% increase from March's rate of 3.01%. The increase is primarily due to the change in the fixed income portfolio average monthly balance from $400.9 million to $375.2 million.

Debt Portfolio:

As of April 25, 2017, the District's weighted average all-in variable rate was 1.16%, which was a 0.16% increase from March's rate of 1.00%. Including the District's weighted average fixed rate bond issues of 3.70% and the previous month's negative cash accruals from fixed payer interest rate swaps, which hedge a portion of the District's variable rate debt, the total average debt rate was 3.66%, which is a 0.27% increase from March's rate of 3.39%. The increase is primarily due to the change in the negative cash accrual from $502,451 to $615,774 for the District's fixed payer swaps and an increase in variable debt rates.

Interest Rate Swaps:

Due to the timing of the Committee meeting, the swap report is not complete at this time. Staff will provide an update at the meeting. As of April 25, 2017, the District had posted $1,322,950 of collateral with Citigroup, which is a decrease of $1,052,752 from March's posted amount. No collateral is posted with Merrill Lynch. The collateral earns the Fed Funds Effective Rate, which is currently 0.91%.

FISCAL IMPACTS:

Fiscal impacts are included in the above narrative and in the attached exhibits.

ENVIRONMENTAL COMPLIANCE:

This item is not a project as defined in the California Environmental Quality Act Code of Regulations, Title 14, Chapter 3 Section 15378.

RECOMMENDATION:

Receive and file.

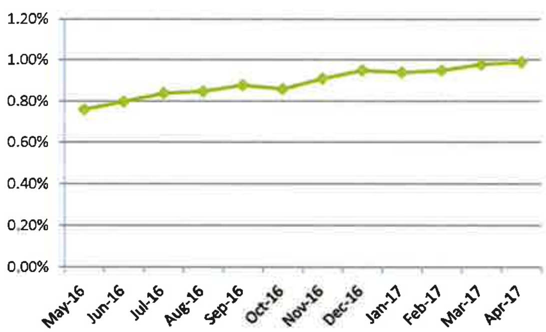
LIST OF EXHIBITS:

Exhibit "A" – Investment Portfolio Summary as of April 25, 2017
Exhibit "B" – Yield Curve as of April 25, 2017
Exhibit "C" – Summary of Fixed and Variable Debt as of April 25, 2017
Exhibit "D" – Summary of Variable Rate Debt Rates as of April 25, 2017

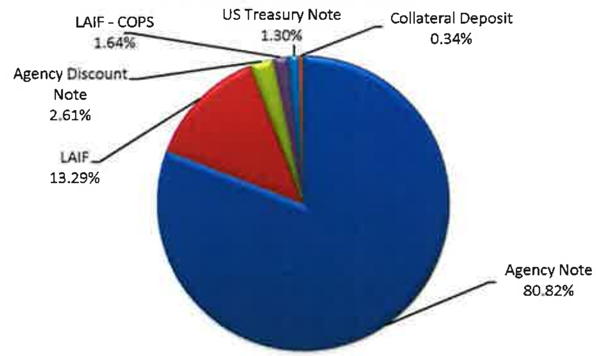
Exhibit “A”

Irvine Ranch Water District
Investment Portfolio Summary
April 2017

Monthly Fixed Income Yield



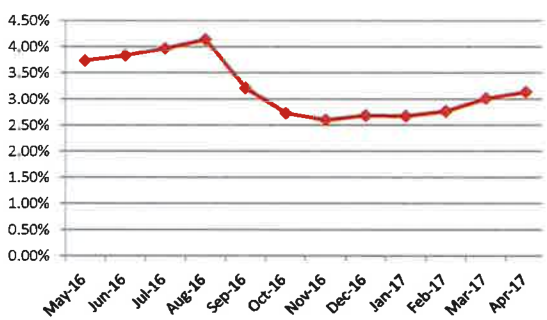
Portfolio Distribution



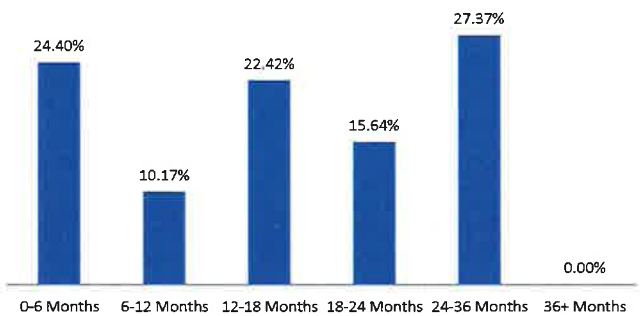
Investment Summary

Type	PAR	Book Value	Market Value
Agency Note	310,000,000	310,264,997	308,875,240
LAIF	51,000,000	51,000,000	50,957,974
Agency Discount Note	10,000,000	9,993,081	9,985,750
LAIF - COPS	6,300,000	6,300,000	6,294,808
US Treasury Note	5,000,000	5,028,154	5,025,800
Collateral Deposit	1,322,950	1,322,950	1,322,950
Grand Total	383,622,950	383,909,182	382,462,522

Weighted Average Return Including Real Estate Portfolio



Maturity Distribution



Top Issuers

Issuer	PAR	% Portfolio
Fed Home Loan Bank	126,000,000	32.85%
Fed Home Loan Mortgage Corp	74,000,000	19.29%
Fed Farm Credit Bank	60,000,000	15.64%
Fed Natl Mortgage Assoc	60,000,000	15.64%
State of California Treasury - LAIF	57,300,000	14.94%
US Treasury Note	5,000,000	1.30%
Citi-Group Collateral	1,322,950	0.34%
Merrill Lynch Collateral	0	0.00%
Grand Total	383,622,950	100.00%

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IRVINE RANCH WATER DISTRICT
INVESTMENT SUMMARY REPORT

04/25/17

SETTLMT *	Call Schedule	Initial Call	Maturity Date	Rating	INVESTMENT TYPE	INSTITUTION / ISSUER	PAR Amount	COUPON DISCOUNT	YIELD	ORIGINAL COST	CARRY VALUE	MARKET VALUE[1] 4/25/2017	UNREALIZED[2] GAIN/(LOSS)
03/06/17			04/26/17		LAIF	State of California Tsy.	$51,000,000		0.850%	$51,000,000.00	$51,000,000.00	50,957,973.50	(42,026.50)
03/06/17			04/26/17		LAIF - COPS	State of California Tsy.	6,300,000		0.850%	$6,300,000.00	$6,300,000.00	6,294,808.49	(5,191.51)
06/16/16	N/A	N/A	04/27/17	Aaa/AA+/NR	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.125%	0.607%	5,022,271.95	5,000,000.00	5,001,200.00	1,200.00
06/16/16	N/A	N/A	05/12/17	NR	FNMA - Discount Note	Fed Natl Mortgage Assoc	5,000,000	0.570%	0.580%	4,973,875.00	4,999,129.17	4,996,050.00	(3,079.17)
08/27/15	N/A	N/A	05/30/17	NR	FHLB - Note	Fed Home Loan Bank	5,000,000	0.625%	0.642%	4,998,500.00	4,999,932.24	4,998,550.00	(1,382.24)
06/16/16	N/A	N/A	06/30/17	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	0.800%	0.614%	5,009,614.00	5,001,522.01	4,999,600.00	(1,922.01)
12/09/16	N/A	N/A	07/07/17	NR	FHLB - Discount Note	Fed Home Loan Bank	5,000,000	0.647%	0.658%	4,981,041.65	4,993,951.38	4,989,700.00	(4,251.38)
11/05/15	N/A	N/A	08/28/17	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	0.750%	0.800%	4,995,500.00	4,999,191.09	4,996,900.00	(2,291.09)
09/16/15	N/A	N/A	09/15/17	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	0.900%	0.915%	4,998,500.00	4,999,718.49	5,002,650.00	2,931.51
01/30/17	N/A	N/A	10/31/17	NR	US Treasury - Note	US Treasury	5,000,000	1.875%	0.743%	5,042,154.40	5,028,154.22	5,025,800.00	(2,354.22)
12/08/16	N/A	N/A	11/21/17	AAA/NR/NR	FHLB - Note	Fed Home Loan Bank	10,000,000	0.750%	0.866%	9,989,000.00	9,993,551.72	9,982,600.00	(10,951.72)
12/18/15	Continuous after	12/13/13	12/12/17	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	5,000,000	0.820%	1.132%	4,969,500.00	4,990,534.48	4,992,650.00	2,115.52
04/22/16	N/A	N/A	01/29/18	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	4,000,000	0.850%	0.856%	3,999,600.00	3,999,831.22	3,990,840.00	(8,991.22)
03/01/16	Quarterly	05/26/16	02/26/18	NR/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	1.050%	1.050%	5,000,000.00	5,000,000.00	4,996,550.00	(3,450.00)
03/23/16	N/A	N/A	03/23/18	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	1.100%	0.908%	5,019,000.00	5,008,484.93	4,989,300.00	(19,184.93)
04/07/16	N/A	N/A	04/09/18	NA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	0.750%	0.790%	4,996,000.00	4,998,125.68	4,980,250.00	(17,875.68)
05/16/16	N/A	N/A	05/16/18	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	5,000,000	0.750%	0.801%	4,995,000.00	4,997,397.26	4,979,550.00	(17,847.26)
05/13/16	N/A	N/A	05/21/18	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	0.875%	0.768%	5,010,700.00	5,005,581.98	4,982,950.00	(22,631.98)
05/24/16	N/A	N/A	06/08/18	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	11,000,000	1.250%	0.995%	11,056,540.00	11,030,584.72	11,009,900.00	(20,684.72)
06/29/16	One Time	12/29/16	06/29/18	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	10,000,000	1.000%	0.679%	10,016,000.00	10,009,293.15	9,978,500.00	(30,793.15)
09/01/16	One Time	07/27/17	07/27/18	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	0.750%	0.928%	4,983,250.00	4,989,090.78	4,967,950.00	(21,140.78)
12/21/16	One Time	08/15/17	08/15/18	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	1.000%	1.245%	4,980,000.00	4,984,352.16	4,983,500.00	(852.16)
09/01/16	One Time	02/28/17	08/28/18	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	1.000%	1.000%	5,000,000.00	5,000,000.00	4,977,900.00	(22,100.00)
09/01/16	NA	NA	09/14/18	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	1.125%	0.916%	5,021,000.00	5,014,160.16	4,990,350.00	(23,810.16)
12/28/16	NA	NA	09/14/18	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	1.125%	1.225%	4,991,500.00	4,993,186.40	4,990,350.00	(2,836.40)
10/12/16	N/A	N/A	09/27/18	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	10,000,000	0.900%	0.952%	9,990,000.00	9,992,531.47	9,958,100.00	(34,431.47)
10/12/16	N/A	N/A	09/28/18	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	0.880%	0.942%	4,994,000.00	4,995,516.76	4,978,150.00	(17,366.76)
09/01/16	NA	NA	10/01/18	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.030%	0.925%	5,010,750.00	5,007,326.97	4,987,650.00	(19,676.97)
10/12/16	One Time	04/12/17	10/12/18	Aaa/NR/NR	FFCB - Note	Fed Farm Credit Bank	10,000,000	1.000%	1.041%	9,992,000.00	9,993,983.56	9,946,800.00	(47,183.56)
10/12/16	N/A	N/A	11/27/18	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	10,000,000	1.625%	0.956%	10,140,360.00	10,107,621.39	10,061,200.00	(46,421.39)
12/21/16	N/A	N/A	12/05/18	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.100%	1.319%	4,978,900.00	5,064,807.67	4,987,000.00	(77,807.67)
09/01/16	NA	NA	12/14/18	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	1.750%	0.941%	5,091,300.00	5,034,294.88	5,041,850.00	7,555.12
12/27/16	NA	NA	12/14/18	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	1.750%	1.320%	5,041,536.20	4,982,771.29	5,041,850.00	59,078.71
09/01/16	One Time	07/30/18	01/30/19	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	0.950%	1.009%	4,993,000.00	4,994,922.81	4,956,850.00	(38,072.81)
10/26/16	One Time	07/30/18	01/30/19	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	0.950%	1.035%	4,990,500.00	4,992,581.72	4,956,850.00	(35,731.72)
10/26/16	One Time	07/30/18	01/30/19	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	0.950%	1.040%	4,990,000.00	4,992,191.28	4,956,850.00	(35,341.28)
10/12/16	Continuous after	02/12/18	02/12/19	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	10,000,000	1.050%	1.093%	9,990,000.00	9,992,121.92	9,951,400.00	(40,721.92)
09/01/16	NA	NA	03/08/19	Aaa/AA+/AAA	FHLB - Note	Fed Home Loan Bank	5,000,000	1.500%	0.964%	5,066,500.00	5,048,969.50	5,013,200.00	(35,769.50)
10/12/16	One Time	03/29/17	03/29/19	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	1.050%	1.050%	4,999,950.00	4,999,960.08	4,965,950.00	(34,010.08)
10/12/16	N/A	N/A	04/15/19	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	10,000,000	1.125%	0.992%	10,032,800.00	10,026,311.69	9,951,600.00	(74,711.69)
10/31/16	One Time	04/26/17	04/26/19	Aaa/AA+/AAA	FHLMC - Note	Fed Farm Credit Bank	5,000,000	1.050%	1.060%	4,998,750.00	4,998,999.45	4,967,450.00	(31,549.45)
09/01/16	One Time	08/28/17	05/28/19	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	1.030%	1.048%	4,997,550.00	4,998,143.49	4,947,400.00	(50,743.49)

IRVINE RANCH WATER DISTRICT
INVESTMENT SUMMARY REPORT

04/25/17

SETTLMT *	Call Schedule	Initial Call	Maturity Date	Rating	INVESTMENT TYPE	INSTITUTION / ISSUER	PAR Amount	COUPON DISCOUNT	YIELD	ORIGINAL COST	CARRY VALUE	MARKET VALUE[1] 4/25/2017	UNREALIZED[2] GAIN/(LOSS)
09/01/16	NA	NA	06/14/19	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	1.625%	0.987%	5,087,400.00	5,066,582.28	5,022,050.00	(44,532.28)
10/12/16	NA	NA	06/14/19	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	1.625%	1.103%	5,068,515.88	5,055,796.52	5,022,050.00	(33,746.52)
10/12/16	NA	NA	07/19/19	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	0.875%	1.098%	4,969,652.90	4,975,091.34	4,939,250.00	(35,841.34)
09/01/16	One Time	01/26/17	07/26/19	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.150%	1.180%	4,995,700.00	4,996,683.55	4,970,800.00	(25,883.55)
09/01/16	One Time	08/28/17	08/28/19	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.150%	1.160%	4,998,500.00	4,998,832.72	4,928,300.00	(70,532.72)
09/01/16	One Time	02/28/17	08/28/19	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.125%	1.132%	4,999,000.00	4,999,221.81	4,958,450.00	(40,771.81)
09/28/16	Quarterly	03/09/17	09/09/19	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.125%	1.142%	4,997,500.00	4,997,998.15	4,925,350.00	(72,648.15)
09/28/16	Continuous after	12/27/16	09/27/19	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	1.250%	1.189%	5,001,500.00	5,001,205.21	4,952,550.00	(48,655.21)
10/12/16	Continuous after	10/03/17	10/03/19	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	10,000,000	1.125%	1.160%	9,989,780.00	9,991,483.33	9,901,700.00	(89,783.33)
10/12/16	Continuous after	10/11/17	10/11/19	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	10,000,000	1.120%	1.205%	9,975,000.00	9,979,136.20	9,894,000.00	(85,136.20)
11/08/16	Quarterly	05/08/17	11/08/19	Aaa/AA+/NR	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.250%	1.245%	5,000,750.00	5,000,630.82	4,955,050.00	(45,580.82)
11/28/16	NA	NA	11/15/19	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	1.375%	1.440%	4,990,550.00	4,991,895.01	4,982,700.00	(9,195.01)
11/28/16	Quarterly	05/25/17	11/25/19	Aaa/AA+/NR	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.400%	1.503%	4,985,000.00	4,987,115.38	4,974,700.00	(12,415.38)
12/12/16	NA	NA	12/12/19	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.450%	1.440%	5,001,450.00	5,001,264.44	4,991,850.00	(9,414.44)
12/21/16	NA	NA	12/19/19	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.500%	1.621%	4,982,350.00	4,984,465.42	4,994,250.00	9,784.58
SUB-TOTAL							$382,300,000			$382,689,091.98	$382,586,231.40	$381,139,571.99	($1,446,659.41)
RESTRICTED CASH (Swap Collateral Deposits)[4]													
03/01/17					Collateral Deposit	Citi-Group	$1,322,950		0.910%	$1,322,950.10	$1,322,950.10	1,322,950.10	
					Collateral Deposit	Merrill Lynch	-						
SUB-TOTAL							$1,322,950			$1,322,950.10	$1,322,950.10	$1,322,950.10	
TOTAL INVESTMENTS							$383,622,950			$384,012,042.08	$383,909,181.50	$382,462,522.09	
					Petty Cash					3,400.00			
				March	Ck Balance	Bank of America				4,117,075.38			
										$388,132,517.46			

[1] LAIF market value is as of the most recent quarter-end as reported by LAIF.
Security market values are determined using Bank of New York ("Trading Prices"), Bloomberg and/or broker dealer pricing.
[2] Gain (loss) calculated against carry value using the trading value provided by Bank of New York/or Brokers
[3] Real estate rate of return is based on most recent quarter end return
[4] Swap Collateral Deposits assumes 6 month maturity, dependent on interest rate changes

This Investment Summary Report is in conformity with the 2017 Investment Policy and provides sufficient liquidity to meet the next six months estimated expenditures.
*S - Step up

Outstanding Variable Rate Debt	$303,300,000
Net Outstanding Variable Rate Debt (Less $130 million fixed-payer swaps)	$173,300,000
Investment Balance:	$388,132,517
Investment to Variable Rate Debt Ratio:	224%
Portfolio - Average Number of Days To Maturity[4]	473

	Investment Portfolio	**Real Estate[3] Portfolio**	**Weighted Avg. Return**
April	**0.99%**	**14.25%**	**3.14%**
March	**0.98%**	**14.25%**	**3.01%**
Change	**0.01%**		**0.13%**

IRVINE RANCH WATER DISTRICT
SUMMARY OF MATURITIES

04/25/17

DATE	TOTAL	%	LAIF	Agency Notes	Agency Discount Notes	Collateral Deposit	US Treasury
04/17	$62,300,000	16.24%	$57,300,000	5,000,000			
05/17	10,000,000	2.61%		5,000,000	5,000,000		
06/17	5,000,000	1.30%		5,000,000			
07/17	5,000,000	1.30%			5,000,000		
08/17	5,000,000	1.30%		5,000,000			
09/17	6,322,950	1.65%		5,000,000		$1,322,950	
10/17	5,000,000	1.30%					$5,000,000
11/17	10,000,000	2.61%		10,000,000			
12/17	5,000,000	1.30%		5,000,000			
01/18	4,000,000	1.04%		4,000,000			
02/18	5,000,000	1.30%		5,000,000			
03/18	5,000,000	1.30%		5,000,000			
SUB-TOTAL	$127,622,950	33.27%	$57,300,000	$54,000,000	$10,000,000	$1,322,950	$5,000,000
13 Months - 3 YEARS							
4/01/18 - 6/30/18	36,000,000	9.38%		36,000,000			
7/01/18 - 9/30/2018	40,000,000	10.43%		40,000,000			
10/01/18 - 12/31/2018	40,000,000	10.43%		40,000,000			
1/01/19 - 3/31/2019	35,000,000	9.12%		35,000,000			
4/01/2019 - 6/30/19	30,000,000	7.82%		30,000,000			
7/01/19 - 9/30/2019	30,000,000	7.82%		30,000,000			
10/01/2019 - 12/31/2019	45,000,000	11.73%		45,000,000			
1/01/2020 - 3/31/2020	-						
	-						
	-						
TOTALS	$383,622,950	100.00%	$57,300,000	$310,000,000	$10,000,000	$1,322,950	$5,000,000
% OF PORTFOLIO			14.93%	80.82%	2.61%	0.34%	1.30%

Irvine Ranch Water District
Summary of Real Estate
3/31/2017

	ACQUISITION DATE	PROPERTY TYPE	OWNERSHIP INTEREST	ORIGINAL COST	ESTIMATED MARKET VALUE 6/30/2016	RATE OF RETURN QUARTER ENDED 3/31/2017
Sycamore Canyon	Dec-92	Apartments	Fee Simple	$ 43,550,810	$ 143,910,000	19.02%
Wood Canyon Villas	Jun-91	Apartments	Limited Partner	$ 6,000,000	$ 27,296,298	8.57%
ITC (230 Commerce)	Jul-03	Office Building	Fee Simple	$ 5,739,845	$ 9,384,000	6.68%
Waterworks Business Pk.	Nov-08	Research & Dev.	Fee Simple	$ 8,630,577	$ 7,650,000	4.85%
Sand Canyon Professional Center	Jul-12	Medical Office	Fee Simple	$ 8,648,594	$ 10,608,000	8.58%
				$ 72,569,826	$ 198,848,298	14.25%

IRVINE RANCH WATER DISTRICT INVESTMENT SUMMARY REPORT
INVESTMENT ACTIVITY
Apr-17

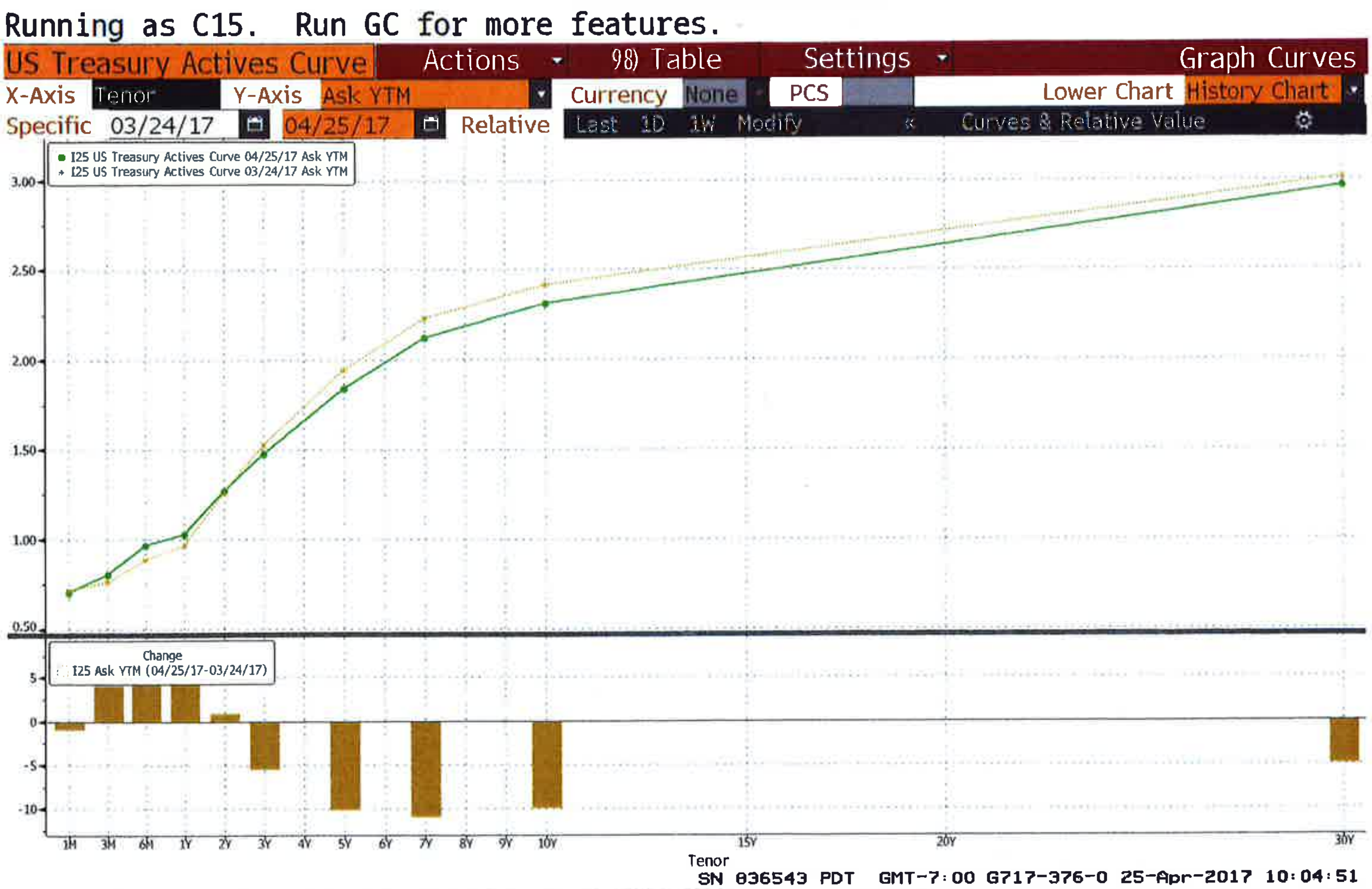
MATURITIES/SALES/CALLS

DATE	SECURITY TYPE	PAR	YIELD
4/21/2017	FNMA - Discount Note	$5,000,000	0.54%

PURCHASES

Settlement Date	Maturity Date	SECURITY TYPE	PAR	YIELD TO MATURITY

Exhibit "B"



US Treasury Actives Curve | Actions | 98) Chart | Settings | Graph Curves

X-Axis Tenor | Y-Axis Ask YTM | Currency None | PCS

Specific 04/01/17 | 04/25/17 | Relative | Last 1D 1W Modify | « Curves & Relative Value

Values and Members | Values | Members | Constituents

6) Export

	Tenor	Description	I25 Ask YTM US Treasury Actives Curve 04/25/17 Yield	Description	I25 Ask YTM US Treasury Actives Curve 03/31/17 Yield	I25 Ask YTM (Change) 04/25/17-03/31/17 Yield
11)	1M	GBM Govt	0.705	Same	0.725	-2.0
12)	3M	GB3 Govt	0.803	Same	0.752	5.1
13)	6M	GB6 Govt	0.963	Same	0.896	6.7
14)	1Y	GB1 Govt	1.026	Same	1.016	1.0
15)	2Y	GT2 Govt	1.266	Same	1.254	1.2
16)	3Y	GT3 Govt	1.473	Same	1.489	-1.6
17)	5Y	GT5 Govt	1.842	Same	1.921	-8.0
18)	7Y	GT7 Govt	2.118	Same	2.210	-9.2
19)	10Y	GT10 Govt	2.312	Same	2.387	-7.5
20)	30Y	GT30 Govt	2.963	Same	3.009	-4.7

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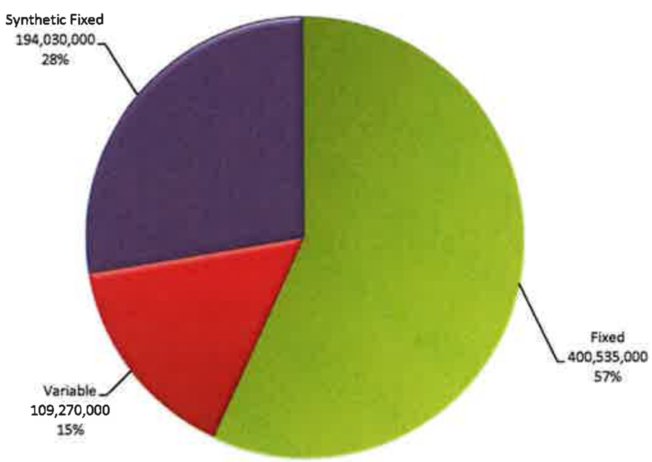
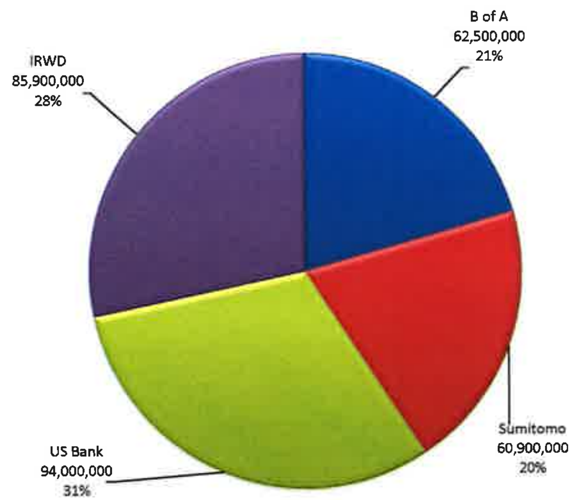
Exhibit "C"

Irvine Ranch Water District
Summary of Fixed and Variable Rate Debt
April 2017

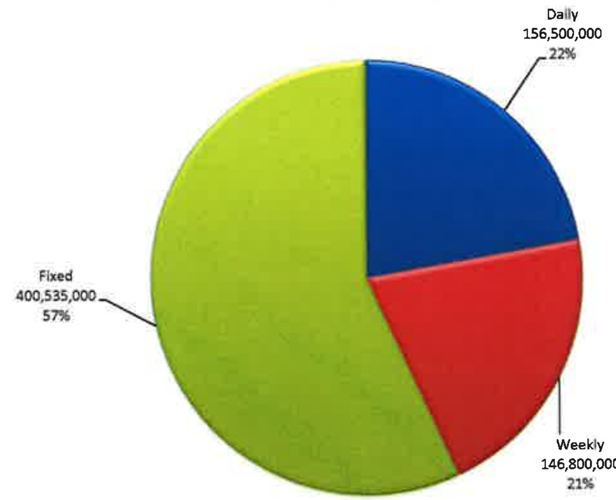
Current Debt Mix By Type



Letters of Credit / Support



Current Debt Rate Reset



Outstanding Par by Series

Series	Issue Date	Maturity Date	Remaining Principal	Percent	Letter of Credit	Rmkt Agent	Mode	Reset
Series 1993	05/19/93	04/01/33	$31,500,000	4.48%	US Bank	BAML	Variable	Daily
Series 1995	12/13/95	01/01/21	$9,900,000	1.41%	Sumitomo	CG	Variable	Weekly
Series 2008-A Refunding	04/24/08	07/01/35	$51,000,000	7.25%	Sumitomo	BAML	Variable	Weekly
Series 2011-A-1 Refunding	04/15/11	10/01/37	$51,540,000	7.32%	IRWD	Goldman	Variable	Weekly
Series 2011-A-2 Refunding	04/15/11	10/01/37	$34,360,000	4.88%	IRWD	Morgan	Variable	Weekly
Series 2009 - A	06/04/09	10/01/41	$62,500,000	8.88%	US Bank	US Bank	Variable	Daily
Series 2009 - B	06/04/09	10/01/41	$62,500,000	8.88%	B of A	Goldman	Variable	Daily
2010 Refunding Cops	02/23/10	03/01/20	$5,390,000	0.77%	N/A	N/A	Fixed	Fixed
2016 COPS	09/01/16	03/01/46	$116,745,000	16.59%	N/A	N/A	Fixed	Fixed
2010 Build America Taxable Bond	12/16/10	05/01/40	$175,000,000	24.86%	N/A	N/A	Fixed	Fixed
Series 2016	10/12/16	02/01/46	$103,400,000	14.69%	N/A	N/A	Fixed	Fixed
Total			$703,835,000	100.00%				

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IRVINE RANCH WATER DISTRICT

SUMMARY OF FIXED & VARIABLE RATE DEBT

April-17

ITN

Daily

Weekly

	GENERAL BOND INFORMATION						LETTER OF CREDIT INFORMATION									TRUSTEE INFORMATION				
VARIABLE RATE ISSUES	Issue Date	Maturity Date	Principal Payment Date	Payment Date	Original Par Amount	Remaining Principal	Letter of Credit	Reimbursment Agreement Date	L/C Exp Date	MOODYS	S&P	FITCH	LOC Stated Amount	LOC Fee	Annual LOC Cost	Rmkt Agent	Reset	Rmkt Fees	Annual Cost	Trustee
SERIES 1993	05/19/93	04/01/33	APR 1 (2014)	5th Bus. Day	$38,300,000	$31,500,000	US BANK	05/07/15	11/07/18	Aa3/VMIG1	AA-/A-1+	N/R	$31,924,603	0.3300%	$105,351	BAML	DAILY	0.10%	$31,500	BANK OF NY
SERIES 1995	12/13/95	01/01/21	JAN 1	1st Bus. Day	$40,000,000	$9,900,000	SUMITOMO	04/01/11	07/14/17	Aa2/VMIG 1	AA-/A-1+	N/R	$10,046,466	0.3800%	$38,177	CG	WED	0.08%	$7,425	BANK OF NY
SERIES 2008-A Refunding	04/24/08	07/01/35	JUL 1	5th Bus. Day	$60,215,000	$51,000,000	SUMITOMO	04/01/11	07/14/17	Aa2 (*)	N/R	N/R	$51,754,521	0.3800%	$196,667	BAML	WED	0.07%	$35,700	BANK OF NY
SERIES 2011-A-1 Refunding	04/15/11	10/01/37	Oct 1	1st Bus. Day	$60,545,000	$51,540,000	N/A	N/A	N/A	Aa1/VMIG1	A-1+	AAA/F1+	N/A	N/A	N/A	Goldman	WED	0.13%	$64,425	BANK OF NY
SERIES 2011-A-2 Refunding	04/15/11	10/01/37	Oct 1	1st Bus. Day	$40,370,000	$34,360,000	N/A	N/A	N/A	Aa1/VMIG1	A-1+	AAA/F1+	N/A	N/A	N/A	Morgan S.	WED	0.13%	$42,950	BANK OF NY
SERIES 2009 - A	06/04/09	10/01/41	Oct 1	1st Bus. Day	$75,000,000	$62,500,000	US BANK	04/01/11	12/22/20	Aa2/VMIG 1	AA-/A-1+	AA/F1+	$63,198,630	0.4100%	$259,114	US Bank	DAILY	0.07%	$43,750	US BANK
SERIES 2009 - B	06/04/09	10/01/41	Oct 1	1st Bus. Day	$75,000,000	$62,500,000	B of A	04/01/11	07/15/19	A1/VMIG 1	A/A-1	A1/F1+	$63,198,630	0.4000%	$252,795	Goldman	DAILY	0.10%	$62,500	US BANK
					$389,430,000	**$303,300,000**	**SUB-TOTAL VARIABLE RATE DEBT**						**$220,122,849**	**0.3871%**	**$852,104**			**0.10%**	**$288,250**	
														(Wt. Avg)				(Wt. Avg)		
FIXED RATE ISSUES																				
2010 REFUNDING COPS	02/23/10	03/01/20	Mar -1	MAR/SEPT	$85,145,000	$5,390,000	N/A	N/A	N/A	Aa1	AAA	AAA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	BANK OF NY
2010 GO Build America Taxable Bonds	12/16/10	05/01/40	MAY (2025)	MAY/NOV	$175,000,000	$175,000,000	N/A	N/A	N/A	Aa1	AAA	NR	N/A	N/A	N/A	N/A	N/A	N/A	N/A	US BANK
2016 COPS	09/01/16	03/01/46	Mar - 1	MAR/SEPT	$116,745,000	$116,745,000	N/A	N/A	N/A	NR	AAA	AAA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	US BANK
SERIES 2016	10/12/16	02/01/46	Feb - 1	FEB/AUG	$103,400,000	$103,400,000	N/A	N/A	N/A	NR	AAA	AAA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	BANK OF NY
					$480,290,000	**$400,535,000**	**SUB-TOTAL FIXED RATE DEBT**													
					$869,720,000	**$703,835,000**	**TOTAL- FIXED & VARIABLE RATE DEBT**													

Remarketing Agents

CG	9,900,000	3%
Goldman	114,040,000	38%
Morgan Stanley	34,360,000	11%
BAML	82,500,000	27%
US Bank	62,500,000	21%
	303,300,000	

GO VS COP's

GO:	581,700,000	83%
COPS:	122,135,000	17%
Total	703,835,000	

LOC Banks

SUMITOMO	60,900,000
BANK OF AMERICA	62,500,000
US BANK	94,000,000
	217,400,000

Breakdown Between Variable & Fixed Rate Mode

Daily Issues	156,500,000	22%
Weekly Issues	60,900,000	9%
ITN Issues	85,900,000	12%
Sub-Total	303,300,000	
Fixed Rate Issues	$400,535,000	57%
Sub-Total - Fixed	400,535,000	
TOTAL DEBT FIXED & VAR.	703,835,000	100%

vrdsum.xlsx
4/24/2017

Exhibit "D"

IRVINE RANCH WATER DISTRICT
SUMMARY OF DEBT RATES
Apr-17

Rmkt Agent	GOLDMAN	GOLDMAN	MORGAN STANLEY	MERRILL LYNCH		CITIGROUP	US BANK
	DAILY	WEEKLY	WEEKLY	DAILY	WEEKLY	WEEKLY	DAILY
Bond Issue	2009 - B	2011 A-1	2011 A-2	1993	2008-A	1995	2009-A
Par Amount	62,500,000	51,540,000	34,360,000	31,500,000	51,000,000	9,900,000	62,500,000
Bank	BOFA	(SIFMA+7)	(SIFMA+7)	US BANK	Sumitomo	Sumitomo	US BANK
Reset		Wednesday	Wednesday		Wednesday	Wednesday	
4/1/2017	0.76%	0.98%	0.98%	0.75%	0.85%	0.83%	0.80%
4/2/2017	0.76%	0.98%	0.98%	0.75%	0.85%	0.83%	0.80%
4/3/2017	0.68%	0.98%	0.98%	0.69%	0.85%	0.83%	0.76%
4/4/2017	0.63%	0.98%	0.98%	0.65%	0.85%	0.83%	0.70%
4/5/2017	0.59%	0.98%	0.98%	0.62%	0.85%	0.83%	0.65%
4/6/2017	0.59%	0.95%	0.95%	0.62%	0.84%	0.83%	0.63%
4/7/2017	0.59%	0.95%	0.95%	0.62%	0.84%	0.83%	0.61%
4/8/2017	0.59%	0.95%	0.95%	0.62%	0.84%	0.83%	0.61%
4/9/2017	0.59%	0.95%	0.95%	0.62%	0.84%	0.83%	0.61%
4/10/2017	0.59%	0.95%	0.95%	0.62%	0.84%	0.83%	0.60%
4/11/2017	0.59%	0.95%	0.95%	0.64%	0.84%	0.83%	0.61%
4/12/2017	0.59%	0.95%	0.95%	0.65%	0.84%	0.83%	0.64%
4/13/2017	0.60%	0.96%	0.96%	0.67%	0.89%	0.83%	0.64%
4/14/2017	0.60%	0.96%	0.96%	0.67%	0.89%	0.83%	0.64%
4/15/2017	0.60%	0.96%	0.96%	0.67%	0.89%	0.83%	0.64%
4/16/2017	0.60%	0.96%	0.96%	0.67%	0.89%	0.83%	0.64%
4/17/2017	0.62%	0.96%	0.96%	0.64%	0.89%	0.83%	0.65%
4/18/2017	0.64%	0.96%	0.96%	0.64%	0.89%	0.83%	0.66%
4/19/2017	0.65%	0.96%	0.96%	0.64%	0.89%	0.83%	0.68%
4/20/2017	0.68%	0.99%	0.99%	0.64%	0.88%	0.88%	0.70%
4/21/2017	0.69%	0.99%	0.99%	0.64%	0.88%	0.88%	0.70%
4/22/2017	0.69%	0.99%	0.99%	0.64%	0.88%	0.88%	0.70%
4/23/2017	0.69%	0.99%	0.99%	0.64%	0.88%	0.88%	0.70%
4/24/2017	0.65%	0.99%	0.99%	0.64%	0.88%	0.88%	0.71%
4/25/2017		0.99%	0.99%	0.67%	0.88%	0.88%	0.71%
4/26/2017		0.99%	0.99%		0.88%	0.88%	
4/27/2017							
4/28/2017							
4/29/2017							
4/30/2017							
Avg Interest Rates	0.64%	0.97%	0.97%	0.65%	0.87%	0.84%	0.67%
Rmkt Fee	0.10%	0.13%	0.13%	0.10%	0.07%	0.08%	0.07%
LOC Fee	0.40%			0.33%	0.38%	0.38%	0.41%
All-In Rate	**1.14%**	**1.09%**	**1.09%**	**1.08%**	**1.32%**	**1.30%**	**1.16%**
Par Amount		114,040,000	34,360,000		82,500,000	9,900,000	62,500,000

Interest Rate Mode	Percent of Total Variable Rate Debt		Par Outstanding	Weighted All-In Average Rate		Base Rate Average
Daily	51.60%		156,500,000	1.13%		0.65%
Weekly	48.40%		146,800,000	1.19%		0.92%
	100.00%	$	**303,300,000**	1.16%		0.78%
Fixed						
COPS 2010	1.35%		5,390,000	3.82%		
COPS 2016	29.15%		116,745,000	2.90%		
BABS 2010	43.69%		175,000,000	4.46%	(1)	
SERIES 2016	25.82%		103,400,000	3.32%		
	100.00%	$	**400,535,000**	3.70%		
All-In Debt Rate Including $130 Million Notional Amount of Swaps						**3.66%**

(1) Rate adjusted up from 4.35% as a result of sequestration reducing BAB's subsidy by 6.8%

May 2, 2017
Prepared by: J. Davis / T. Fournier
Submitted by: R. Jacobson / C. Clary
Approved by: Paul A. Cook

FINANCE AND PERSONNEL COMMITTEE

LETTER OF CREDIT EXTENSION FOR THE SERIES 2008-A REFUNDING BONDS AND EARLY REDEMPTION OF THE SERIES 1995 BONDS

SUMMARY:

IRWD currently has $51.0 million of Series 2008-A Refunding Bonds (2008-A Bonds) and $9.9 million of Series 1995 Bonds (1995 Bonds) supported by Sumitomo Mitsui letters of credit (LOC), which is scheduled to expire on July 14, 2017. Staff requested that Sumitomo provide pricing to extend the LOC. Additionally, former IRWD LOC provider Landesbank Hessen-Thuringen (Helaba) provided pricing for the 2008-A Bonds, and the IRWD's Municipal Advisor, Public Financial Management (PFM), reviewed the indicative pricing. Based on pricing proposals received and feedback from PFM, staff recommends the Board authorize staff to extend the LOC with Sumitomo for the 2008-A Bonds for four years at 0.315%, representing a 6.5 basis point reduction from the current rate of 0.38%. In addition, based on analysis of estimated costs associated with the remaining 1995 Bonds, staff recommends the Board approve an early redemption of the outstanding 1995 Bonds on July 1, 2017, which will provide net savings to IRWD of approximately $118,000.

BACKGROUND:

Series 2008-A Bonds:

IRWD currently has $51.0 million of 2008-A Bonds supported by a Sumitomo LOC priced at 0.38%, which is scheduled to expire on July 14, 2017. Sumitomo provided a proposal to extend the LOC for terms of three, four or five years at an annual rate of 0.30%, 0.315%, and 0.33%, respectively. Helaba provided a price quote of 0.30% for a three-, four-, or five-year period. Staff discussed the proposals with IRWD's Municipal Advisor PFM to ensure the proposals were competitive with current LOC pricing from other banks of similar credit quality. PFM confirmed the pricing was consistent with the current LOC market, and noted that Sumitomo has been one of the lowest cost providers in recent transactions. Helaba's price quote was slightly lower; but due to additional expenses required to substitute an LOC (publishing new disclosure documents, legal and rating agency fees) estimated at $123,000, an LOC replacement would be significantly more expensive.

Based on the pricing received, staff recommends the Board authorize staff to extend the Sumitomo LOC for the 2008-A Bonds for a four-year term at 0.315%. The Letter of Credit Pricing Analysis is attached as Exhibit "A".

Series 1995 Bonds:

IRWD currently has $9.9 million of 1995 Bonds supported by a Sumitomo LOC priced at 0.38%, which will expire on July 14, 2017. A principal payment of $2.3 million scheduled for January 1, 2018 will leave $7.6 million outstanding. Sumitomo has offered the same pricing as listed above to extend the LOC on the 1995 Bonds; however, staff recommends an early redemption of the outstanding bonds on July 1, 2017, rather than extending the LOC until final maturity in 2021. The early redemption will provide an estimated net savings of $118,000 based on the calculation below:

Cost of Debt 1995 Bond Issue	
Interest Expense(1)	$243,700
Letter of Credit Fees(2)	68,400
Trustee and Rating Fees	63,800
LOC Extension Expense	17,000
Remarketing Fees(3)	16,100
Total Cost of Debt	$409,000
Investment Interest(4)	291,000
Estimated Net Savings	118,000

(1) Interest Expense Assumption - 0.90% 2017 to 1.75% 2021
(2) Letter of Credit Fee - Outstanding stated amount at 0.315% until maturity
(3) Remarketing Fee - Outstanding principal amount at 0.08% until maturity
(4) Investment Interest Assumption - 1.00% 2017 to 2.10% 2021

FISCAL IMPACTS:

Extending the Sumitomo LOC supporting the 2008-A Bonds for a four year term at 0.315% will result in an estimated total cost of $621,158. Early redemption of 1995 Bonds will result in an estimated total net savings of approximately $118,000.

RECOMMENDATION:

That the Board authorize staff to extend the Sumitomo Mitsui Letter of Credit supporting the 2008-A Refunding Bonds for four years at 0.315% annually, and approve an early redemption of the outstanding Series 1995 Bonds on July 1, 2017.

LIST OF EXHIBITS:

Exhibit “A” – Letter of Credit Extension Pricing Analysis

EXHIBIT "A"

IRVINE RANCH WATER DISTRICT
2008-A Letter of Credit Pricing Analysis

		Extension Sumitomo A1/A/A		Substitution Helaba A1/A/A+	
Term	Stated Amount[1]	Fee	Annual Cost	Fee	Annual Cost
FY 17-18	$50,232,329	0.315%	$158,232	0.300%	$150,697
FY 18-19	48,710,137	0.315%	153,437	0.300%	146,130
FY 19-20	47,187,945	0.315%	148,642	0.300%	141,564
FY 20-21	45,665,753	0.315%	143,847	0.300%	136,997
4 Year Term Total			$604,158		$575,388
Cost of Extension/Substitution			17,000		123,000
Total Cost			$621,158		$698,388

[1] Stated amount represents the average par amount of bonds outstanding for the 2008-A Bonds, plus 45 days of interest at the maximum rate of 12%.

May 2, 2017
Prepared by: T. Fournier
Submitted by: R. Jacobson / C. Clary
Approved by: Paul Cook

FINANCE AND PERSONNEL COMMITTEE

PROPOSED DEBT MANAGEMENT POLICY

SUMMARY:

On September 12, 2016, Governor Brown signed legislation expanding the reporting requirements for state and local government debt issuers to the California Debt and Investment Advisory Commission (CDIAC). Under Senate Bill 1029, issuers must include a certification to CDIAC that the issuer has adopted a debt policy prior to any new debt issuance. Additionally, a District debt management policy has been requested by rating agencies during recent annual ratings updates and during the 2016 debt issuance process. Staff, with input from IRWD's municipal advisor, PFM Financial Advisors LLC (PFM) and "best practices" published by the Government Finance Officers Association (GFOA), has drafted a debt management policy for review by the Committee. Based on input received at the meeting, staff recommends the Board approve the Debt Management Policy as updated with input from the Committee.

BACKGROUND:

Existing law requires that issuers of debt report issue-specific information to CDIAC 30 days prior to the proposed debt issuance. On September 12, 2016, Governor Brown signed legislation expanding the reporting requirements to CDIAC to include a certification by the issuer that it has adopted a debt policy. The policy must address all of the following:

- Purpose for which debt proceeds may be used (e.g., design, construction, refinancing);
- The types of debt that may be issued (e.g., tax-exempt, taxable, short-term, long-term, fixed or variable rate);
- The relationship of the debt to, and integration with, the issuer's capital improvement plan or budget;
- Policy objectives (e.g., matching useful life of projects financed); and,
- Internal controls for monitoring the expenditures of bond proceeds for intended purposes.

The attached policy includes the requirements outlined in SB 1029, as well as appropriate portions of "Best Practice" recommendations from the GFOA, which generally reflect debt management and planning processes already used by IRWD. Although it is not anticipated that the District will issue additional debt in the near future, staff recommends that the Board adopt a debt policy to have available for the rating agencies when requested during annual debt surveillance meetings with the District. The proposed draft Debt Policy is attached as Exhibit "A".

FISCAL IMPACTS:

None.

ENVIRONMENTAL COMPLIANCE:

This item is not a project as defined in the California Environmental Quality Act Code of Regulations, Title 14, Chapter 3, Section 15378.

RECOMMENDATION:

That the Board approve the proposed 2017 Debt Management Policy.

LIST OF EXHIBITS:

Exhibit "A" – Proposed 2017 IRWD Debt Management Policy

EXHIBIT "A"

IRVINE RANCH WATER DISTRICT
DRAFT – DEBT MANAGEMENT POLICY
May 2017

Purpose

The Debt Management Policy Statement sets forth comprehensive guidelines for the financing of capital expenditures and refinancing of existing debt obligations. The objective of the policy is to:

1) Ensure Irvine Ranch Water District (District) obtains financing only when necessary;
2) Determine that the timing and amount of debt or other financing is appropriate based on District needs;
3) Minimize the cost of debt and related issuance expenses; and,
4) Ensure future financial flexibility is maintained, as appropriate.

Debt financing, which includes general obligation bonds, special assessment bonds, revenue bonds, certificates of participation, temporary notes, lease/purchase agreements, state revolving fund loans, and other District obligations permitted to be issued or incurred under California law, shall be used to fund capital assets. The useful life of the asset or project financed with debt proceeds shall exceed the payout schedule of any debt the District assumes.

To promote prudent financial management, the District is committed to systematic capital planning and long-term financial planning. Evidence of this commitment to capital planning will be demonstrated through periodic review and update of the District's Enterprise Model, which incorporates the Long-term Capital Program and the annual adoption of a Capital Budget identifying the costs and funding source for capital improvements.

Use of Debt

The District will utilize debt financing as an appropriate approach to fund long-term capital improvements and ensure that existing and future users pay their fair share of infrastructure costs. Long-term improvements include the acquisition of land, facilities, infrastructure, and enhancements or expansions to existing water, sewer and recycled water capacity and facilities. Debt can be issued to fund the planning, pre-design, design, land and/or easement acquisition, construction and related fixtures, equipment and other costs as permitted by law. The District will not issue debt to fund operating needs.

The Treasurer will periodically evaluate the District's existing debt and execute re-financings or prepayment (refunding) when economically beneficial. A refinancing may include the issuance of bonds or other obligations to refund existing bonds or other obligations, such as commercial paper or loans.

All debt issuance or refunding proposals made by the District involving a pledge or other extension of the District's credit through the sale of securities, execution of loans or leases, or making of guarantees or otherwise involving directly or indirectly the lending or pledging of the District's credit shall be approved by the Board. The District's Finance and Personnel Committee (F&P Committee), with analysis provided by the Treasurer, shall be responsible for reviewing debt financing proposals to determine if they are beneficial to the District and comply with the District's long-term financial planning objectives, including maintaining or improving the current credit ratings assigned to outstanding debt by the major credit rating agencies.

Debt may only be issued under Board authorization and when the District has appropriated sufficient funds to pay the obligation of principal and interest.

Debt Management

There are no specific provisions within the California Government Code that limit the amount of debt that can be issued by the District. The District will provide periodic reviews of its financial performance and evaluate its performance relative to the financial policies outlined herein. Necessary appropriations for annual debt service requirements will be routinely included in the District's annual budget.

The District's Debt Management Policy, Investment Policy, and Interest Rate Swap Policy are integrated into the decision-making framework utilized in the budgeting, long-term capital program and financing process. As such, the following principles outline the District's approach to debt management:

- The District will issue debt only in the case where there is an identified source of repayment. Debt will be issued to the extent that (i) projected existing revenues are sufficient to pay for the proposed debt service together with existing debt service covered by such existing revenues, or (ii) additional revenues have been identified as a source of repayment in an amount sufficient to pay for the proposed debt.
- The proceeds of any debt obligation shall be expended only for the purpose for which it was authorized. Debt will be structured for the shortest period possible, consistent with a fair allocation of costs to current and future users. Borrowings by the District will be of a duration that does not exceed the projected useful life of the improvement that it finances and where feasible, should be shorter than the projected economic life.
- The District currently issues debt instruments on a fixed and variable interest rate basis. Fixed rate securities ensure budget certainty through the life of the securities and can be advantageous in a low interest rate environment. When appropriate, the District may choose to issue securities that pay a rate of interest that varies according to a predetermined formula or results from a periodic remarketing of the securities. It may be appropriate to issue short-term or long-term variable rate debt or utilize interest rate swaps to diversify the District's debt portfolio, reduce interest costs or provide interim funding for capital projects.
- In October 2002, the Board adopted Resolution 2002-31, which provides a policy to maintain a target amount of investment assets equal to 75% or more of the District's outstanding unhedged variable rate indebtedness. The Board of Directors of the District may modify such policy in the future.

The proceeds of bond sales will be invested until used for the intended project(s) in order to maximize utilization of the public funds. The investments will be made to obtain the highest level of safety. The District's Investment Policy and the specific bond indentures govern objectives and criteria for investment of bond proceeds.

Bond proceeds will be deposited and recorded in separate accounts to ensure funds are not comingled with other forms of District cash. The District's trustee will administer the disbursement of bond proceeds pursuant to that certain Indenture of Trust. Requisition for the disbursement of bonds funds will be approved by the District's Treasurer.

The Treasurer will monitor dedicated debt reserve fund balances, if any, and periodically review and recommend on the advisability of prepayment or refunding of related debt with the F&P Committee. A potential refunding will be assessed in combination with any new capital projects requiring financing, and the benefits of the refunding will be evaluated in relation to its costs and risks.

Debt can be refunded to achieve one or more of the following objectives:

- Restructure or reduce future debt service in response to evolving conditions regarding anticipated revenue sources and lower market interest rates; and
- Restructure the legal requirements, termed covenants of the original issue to reflect more closely the changing conditions of the District or the type of debt.

Debt Coverage Target

The District will not engage in debt financing unless the proposed obligation, when combined with all existing debts, will result in acceptable debt ratios. In determining the affordability of proposed bonds, the District will perform an analysis comparing projected annual net revenues (after payment of operating and maintenance expenses) to estimated annual debt service and the resulting estimated debt coverage ratio (DCR). DCR represents the total net revenues divided by the total parity (senior) debt service. The District's existing bond indentures require a minimum DCR of 125% for senior/parity bonds.

Debt Structuring

The Treasurer will evaluate and recommend to the Board the use of a call option, if any, and call protection period for each issuance. A call option, or optional redemption provision, gives the District the right to prepay or retire debt prior to its stated maturity. This option may permit the District to achieve interest savings in the future through refunding of the bonds. Because the cost of call options can vary widely, depending largely on market conditions, an evaluation of factors such as the call premium, time until the bonds may be called at a premium or at par, and interest rate volatility will be considered.

Type of Debt

The District may use general obligation and revenue bonds, certificates of participation, state revolving fund (SRF) loans, bank loans, notes, commercial paper, direct placements, securitizations, lease-purchase financing and other debt obligations as approved by the Board.

In addition to the aforementioned long and short-term financing instruments, the District is authorized to form and/or join with other special districts and/or municipal agencies to create a separate entity, such as a Joint Powers Authority (JPA), to issue debt on behalf of the District, the special district or municipality. The District will only be liable for its share of cost of issuance and debt service, as specified in a contract executed in connection with the joint venture debt.

Credit Enhancement

Credit enhancement may be used to improve or establish a credit rating on a District debt obligation. Types of credit enhancement include letters of credit, bond insurance or surety policies. The Treasurer, with input from the District's financial advisor, will recommend to the Board the use of credit enhancement if the use of such credit enhancement furthers the District's overall financial objectives.

Credit Ratings

The District will seek to maintain the highest possible credit ratings that can be achieved for debt instruments without compromising the District's policy objectives. To enhance creditworthiness, the District is committed to prudent financial management, systematic capital planning and long-term financial planning. The District recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. Each proposal for additional debt will be analyzed for its impact upon the District's debt rating on outstanding debt.

The F&P Committee, with input from the Treasurer (and the District's financial advisor as appropriate), shall be responsible for determining whether a rating shall be requested for a particular financing, and which of the major rating agencies shall be asked to provide such a rating.

Rating Agency Relationships

The District shall be responsible for maintaining relationships with rating agencies Standard & Poor's, Moody's Investors Service, and Fitch Ratings, as appropriate. This effort shall include providing periodic updates, both formal and informal, regarding the District's general financial condition and coordinating meetings and presentations in conjunction with a new debt issuance as appropriate. The District will provide written disclosure documents and annual audited financial statements to the rating agencies.

Method of Sale

The District will select the method of sale that best fits the type of bonds being sold. Three general methods exist for the sale of municipal bonds, each requiring Board approval.

1) Competitive Sale: Bonds will be marketed to a number of prequalified investment banking (underwriting) firms. The underwriter is selected based on the best bid for the District's securities (highest price/lowest yield). The District will award the sale of the competitively sold bonds on a true interest cost (TIC) basis. Pursuant to this Policy, the Treasurer or Board President is hereby authorized to sign the bid form on behalf of the District fixing the interest rates on bonds sold on a competitive basis.

2) Negotiated Sale: The Board approves selection of the underwriter, or team of underwriters, of its securities in advance of the bond sale. The Treasurer works with the underwriter to bring the issue to market and negotiates all rates and terms of the sale. In advance of the debt issuance, the Board will determine compensation for and liability of each underwriter employed and the designation rules and priority of orders under which the sale will be conducted. Pursuant to this Policy, the Treasurer or the Board President are hereby authorized to sign the bond purchase agreement on behalf of the District.

3) Direct Purchase/Private Placement: The District may elect to issue debt through a direct purchase with a bank counterparty or on a private placement basis. Such methods of sale shall be considered if it is demonstrated to result in cost savings or provide other advantages relative to other methods of debt issuance. Private placement financing shall also be considered if it is determined that access to the public market is limited and timing considerations require that a financing be completed.

Underwriters

For negotiated sales, the District will generally select or pre-qualify underwriters through a competitive process. This process may include a request for proposal or qualifications to all firms considered appropriate for the underwriting of a particular issue or type of bonds. The Treasurer will recommend the appropriate method to evaluate the underwriter submittals and then select or qualify firms on that basis. Final underwriter selection will require F&P Committee and Board approval.

District Roles and Responsibilities

The primary responsibility for developing debt financing recommendations resides with the Treasurer and Executive Director of Finance and Administration. All proposed debt financings shall be presented to the F&P Committee for review and feedback. The Board authorizes and approves all debt financings.

Debt is to be issued pursuant to the authority of and in full compliance with provisions, restrictions and limitations of the Constitution and laws of the State of California Government Code (CGC) §54300 et seq.

Bond Counsel

The District will retain external bond counsel for all debt issues. As part of their responsibility to oversee and coordinate the issuance of all District indebtedness, the Treasurer shall make recommendations for approval by the Board on the retention of bond counsel.

Bond counsel will prepare the necessary authorizing resolutions, agreements and other documents necessary to execute the financing. All debt issued by the District will include a written opinion by bond counsel affirming that the District is authorized to issue the debt, stating that the District has met all state constitutional and statutory requirements necessary for issuance and determining the debt's federal income tax status.

Financial Advisors

The District, at its discretion, will select financial advisors who may either be independent financial advisors or firms who engage in municipal bond underwriting or brokerage services. While serving as the District's financial advisor, a firm may not also engage in the underwriting of the District's bond issue for which that firm acts as financial advisor. A firm may also not switch roles (i.e., from financial advisor to underwriter) after a financial transaction has begun. Financial advisors shall be selected by the District through a competitive process on a periodic basis.

The financial advisor may advise the District on refunding opportunities for current outstanding debt, assist in evaluating the merits of competitive, negotiated or private placement of new debt, and determining the most appropriate structure to ensure effective pricing that meets the District's near-term and long-term cash flow needs. The financial advisor may also be retained to work with all parties involved in the financing transaction, including the District's bond counsel, trustee, underwriter(s), rating agencies and credit liquidity providers, to develop and monitor the financing schedule and preparation of the Official Statement. The financial advisor may be requested to assist the District in developing and distributing bid specifications for desired services such as, trustee and paying agents, printing, remarketing and credit liquidity service providers, and assist the District in its review process.

The District expects that its financial advisor, acting as a fiduciary, will provide objective advice and analysis, maintain confidentiality of the District's financial plans and be free from any conflict of interest.

Federal arbitrage and Rebate Compliance

The District will fully comply with federal arbitrage and rebate regulations. Concurrent with this policy, the Treasurer will take all permitted steps to minimize any rebate liability through proactive management in the structuring and oversight of its individual debt issues.
The District's Treasury Department shall be responsible for the following:

1) Monitoring the expenditure of bond proceeds to ensure they are used only for the purpose and authority for which the bonds were issued, and exercising best efforts to spend bond proceeds in such a manner that the District shall meet one of the spend-down exemptions from arbitrage rebate. Tax-exempt bonds will not be issued unless it can be reasonably expected that 85% of the proceeds will be expended within the three-year temporary period. The expenditure of bond proceeds shall be reported to the F&P Committee on a periodic basis.
2) Monitoring the investment of bond proceeds with awareness of rules pertaining to yield restrictions. Maintaining detailed investment records, including purchase prices, sale prices and comparable market prices for all securities.
3) Contracting the services of outside arbitrage consultants to establish and maintain a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code.

To the extent any arbitrage rebate liability exists, the District will report such liability in its annual Comprehensive Annual Financial Report (CAFR).

Continuing Disclosure

The District will meet secondary disclosure requirements in a timely and comprehensive manner, as stipulated by the Securities Exchange Commission (SEC) Rule 15c2-12 and consistent with the District's Disclosure Procedures. The Treasury Department shall be responsible for providing ongoing disclosure information to the Municipal Securities Rulemaking Board's (MSRB's) Electronic Municipal Market Access (EMMA) system, the central depository designated by the SEC for ongoing disclosures by municipal issuers. The District will annually provide required financial information and operating data no later than the required due date, following the end of the District's fiscal year, and will provide notice of certain enumerated events with respect to the bonds, if material, as defined in the District's bond covenants.

The District will remain current with changes in both the administrative aspects of its filing requirements and the national repositories responsible for ensuring issuer compliance with the continuing disclosure regulations. In the event a 'material event' occurs requiring immediate disclosure, the District will ensure information is filed with the appropriate disclosure notification parties.

Policy Review

On an as-needed based, the District's Treasurer will be responsible for updating and revising this Policy. Any modifications to this Policy shall require approval of the F&P Committee and adoption by the Board.