

**NOTICE OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
FINANCE COMMITTEE MEETING**

Monday, May 22, 2017

10:30 a.m.

NOTICE IS HEREBY GIVEN that a Special Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee has called by the Chairman to be held May 22, 2017, at 10:30 a.m. at the SOCWA Administrative Office located at 34156 Del Obispo Street, Dana Point, California.

THE SOCWA MEETING ROOM IS WHEELCHAIR ACCESSIBLE. IF YOU REQUIRE ANY SPECIAL DISABILITY RELATED ACCOMMODATIONS (I.E., ACCESS TO AN AMPLIFIED SOUND SYSTEM, ETC.) PLEASE CONTACT THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY SECRETARY'S OFFICE AT (949) 234-5421 AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO THE SCHEDULED MEETING. THIS AGENDA CAN BE OBTAINED IN ALTERNATE FORMAT UPON WRITTEN REQUEST TO THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY'S SECRETARY AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO THE SCHEDULED MEETING.

AGENDA EXHIBITS AND OTHER WRITINGS THAT ARE DISCLOSABLE PUBLIC RECORDS DISTRIBUTED TO ALL, OR A MAJORITY OF, THE MEMBERS OF THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY FINANCE COMMITTEE IN CONNECTION WITH A MATTER SUBJECT TO DISCUSSION OR CONSIDERATION AT AN OPEN MEETING OF THE FINANCE COMMITTEE ARE AVAILABLE FOR PUBLIC INSPECTION IN THE AUTHORITY OFFICE, 34156 DEL OBISPO STREET, DANA POINT, CA ("AUTHORITY OFFICE"). IF SUCH WRITINGS ARE DISTRIBUTED TO MEMBERS OF THE FINANCE COMMITTEE LESS THAN TWENTY-FOUR (24) PRIOR TO THE MEETING, THEY WILL BE AVAILABLE IN THE RECEPTION AREA OF THE AUTHORITY OFFICE AT THE SAME TIME AS THEY ARE DISTRIBUTED TO THE FINANCE COMMITTEE MEMBERS, EXCEPT THAT, IF SUCH WRITINGS ARE DISTRIBUTED IMMEDIATELY PRIOR TO, OR DURING, THE MEETING, THEY WILL BE AVAILABLE IN THE FINANCE COMMITTEE MEETING ROOM.

AGENDA

- 1. Call Meeting to Order**
- 2. Public Comments [5-10 minutes]**

THOSE WISHING TO ADDRESS THE FINANCE COMMITTEE ON ANY ITEM LISTED ON THE AGENDA SHOULD SUBMIT A "REQUEST TO BE HEARD" FORM TO THE CLERK OF THE BOARD BEFORE THE PRESIDING OFFICER ANNOUNCES THAT AGENDA ITEM. YOUR NAME WILL BE CALLED TO SPEAK AT THAT TIME.

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3. Approval of Financial Matters [10 minutes]

A. Staff Recommends the Finance Committee:

1. Ratify Summary of Disbursements in the amount of \$3,435,311 for the period March 1, 2017 through March 31, 2017. (Exhibit A)
2. Receive and file the following as information items:
 - a. March 31, 2017 Financial Reports
 - Summary of Disbursements (Exhibit A)
 - Schedule of Funds Available for Reinvestment (Exhibit B)
 - Schedule of Cash and Investments (Exhibit C)
 - Capital Expenditures vs. Budget including Chart (Exhibit D)
 - Budget vs. Actual Expenditures by Department (Exhibit E1 to E4)
 - a) O&M including Environmental and Safety
 - b) Engineering
 - c) Administration
 - d) IT
3. Ratify Summary of Disbursements in the amount of \$1,676,414 for the period April 1, 2017 through April 30, 2017. (Exhibit A-1)
 - a. April 30, 2017 Financial Reports
 - Summary of Disbursements (Exhibit A)
 - Schedule of Funds Available for Reinvestment (Exhibit B)
 - Schedule of Cash and Investments (Exhibit C)
 - Capital Expenditures vs. Budget including Chart (Exhibit D)
 - Budget vs. Actual Expenditures by Department (Exhibit E1a to E4a)
 - e) O&M including Environmental and Safety
 - f) Engineering
 - g) Administration
 - h) IT

4. Budget Q&A [30 minutes]

- a. Review of Questions/Responses – See attached.
- b. Committee Comments and Questions (Please bring your draft budget)
- c. Review of Budget Document Revisions

Recommendation: Recommendations to the Board of Directors at the Committee's Discretion.

5. Update on Cash Reconciliation [30 minutes]

- a. Staff Information
- b. Michael Zizzi, Leaf and Cole, Review and Information Update
- c. Item to be on the Board Agenda for Information at the May 24, 2017 Budget Workshop
- d. Committee Comments and Questions

Recommendation: Receive and File Information. Recommendation to the Board of Directors at the Committee's Discretion.

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6. Draft Policy Addressing the Application of the SOCWA Joint Powers Agreement for Distribution of the Costs to Member Agencies [15 minutes]

- a. Staff Information
- b. Committee Comments and Questions
- c. Item to be on the Board Agenda for Information at the May 24, 2017 Budget Workshop

Recommendation: Receive and File Information. Recommendation to the Board of Directors at the Committee's Discretion.

7. Audit Update

- a. Schedule for Finance Committee Review – Please bring your calendars

I hereby certify that the foregoing Notice was personally emailed or mailed to each member of the SOCWA Finance Committee at least 24 hours prior to the scheduled time of the Special Meeting referred to above.

I hereby certify that the foregoing Notice was posted at least 24 hours prior to the time of the above-referenced Finance Committee at the usual agenda posting location of the South Orange County Wastewater Authority and at www.socwa.com.

Dated this 18th day of May 2017.



Betty C. Burnett, General Manager/Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY